



Trainee Solicitor
Brighton Advice
Person Specification

Ref: 600

Fixed Term Contract until 31st December 2021

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to the points marked * and explain clearly how your experience and knowledge meets each of these requirements.

Qualifications

- * 1 Law degree or equivalent.
- * 2 Successful completion of the Law Society Legal Practice Course.

Key Knowledge

- * 3 Good Academic knowledge of the Law.

Key Skills

- * 4 Ability to research and advise upon areas of law.
- * 5 Ability to work with a wide range of clients, many who find it difficult to communicate due to language barriers, ill health and learning disabilities.
- * 6 Ability to convey written information clearly and accurately to a wide range of participants, including clients, partner agencies and government departments.
- * 7 Ability to speak confidently, conveying clear messages to a wide range of listeners.
- * 8 An ability to think strategically and exercise judgement in the interests of clients.
- * 9 Ability to provide responsive and proactive casework for clients.
- * 10 Ability to manage a caseload, ensuring deadlines and quality standards are met.
- * 11 Ability to quickly absorb and interpret information.
- * 12 A methodical and analytical approach to work.
- * 13 Good negotiation and advocacy skills.
- 14 Skill and ability to successfully complete the Law Society Asylum & Immigration Accreditation exams to Level 2.
- 15 Ability to work under pressure, prioritise competing demands and deal with stress.
- * 16 Ability to travel across Brighton, Eastbourne & Hastings.

Attitudes

- 17 A willingness to work collaboratively with team members.
 - * 18 A flexible and proactive approach to problem solving.
 - * 19 A Commitment to enforcing the legal rights of the vulnerable and disadvantaged who are facing housing, immigration/asylum and welfare benefit issues.
 - * 20 A commitment to equal opportunities and anti-discrimination practice.
 - 21 A commitment to on-going professional development.
-