



Job Title: **Trainee Solicitor (LPC/SQE)**

Salary: **£26,303 to £28,850 dependent upon experience**

Hours of Work: **Full Time – 37.5hours per week**

Contract Duration: **2years**

Location: Hybrid working – **South Derbyshire, Derby City, and Tamworth**

Applications Closing Date: **Rolling recruitment until successful candidate found**

<b>Service Aim</b>
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Citizens Advice Mid Mercia (Camm) are commissioned by the Legal Aid Agency for the provision of legal advice and support to those eligible for Legal Aid.

Camm have extensive experience in delivering Legal Aid contract work through face to face and remote contracts. The role of **Trainee Solicitor** provides the opportunity to join our successful, growing team.

<b>The Role</b>
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This opportunity is open to candidates who have completed the Legal Practice Course and seek a period of recognised training or can evidence that they have completed or signed up to the SQE1/ SQE2 and seek qualifying work experience. Please note that we do not offer financial assistance for the SQ1 or SQE2.

<b>Main Duties and Responsibilities</b>
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**Specialist legal advice and casework**

- To advise and act on behalf of clients in relation to housing, family and civil litigation matters where required from instruction through to completion under the supervision of a solicitor
- To offer telephone, face-to-face and email advice supporting the face to face and telephone advice service teams where required.
- Drafting of statements, court documents, briefs and instructions
- To identify potential legal aid cases

- To record advice and stats to a high standard
- To represent/ advocate for clients in the County Court including court duty for possession cases at Derby and Stafford court
- Build and maintain a caseload of matters, funded by both Legal Aid and privately
- To supervise other members of the team where appropriate and required
- To carries out duties delegated by the Legal Services Manager
- To carry out legal research
- To support other legal teams within CAMM when needed

### **Client Relations**

- To provide a high-quality legal service to all clients.
- To develop and maintain good client relationship skills, gaining clients 'confidence and that of other professionals.
- Receive requests for legal advice from current and potential clients and deciding on the most appropriate responses to make to these requests.
- Offering appropriate advice on the law, legal procedures and a wide range of associated issues.
- Research documents and case history to ensure accuracy of advice and procedures.
- Represent clients in courts where required.

### **Professional Standards**

- To work and behave in a professional manner and to the highest standards of the profession.
- Comply with procedures set out in the Office Manual, Practice Manual of the Legals Services Department, professional standards and any requirement set by the Solicitors Regulation Authority (SRA).
- Carry out duties faithfully and diligently and follow all reasonable instructions.
- Treat all information about the charity and its client and their business as wholly confidential.

### **Personal Development**

- To have a clear understanding of what it would take to maintain your knowledge and what professional support you require.
- Support internal procedures and systems of Citizens Advice including file/case management, time recording.
- Participate in team meetings.
- Attend internal training and external training as and when required.
- Keep up to date with law and practice.
- Share information with colleagues.
- Read journals and attend courses as part of continuing professional development (CPD) and record your completed training.

## Person Specification

Specification		Essential	Desirable
1	proven record of managing a legal caseload and meeting performance targets		✓
2	Ability to supervise other team members and to provide the necessary support to ensure team members develop their skills and meet their performance targets. Legal Aid supervisor standard would be desirable.		✓
3	Experience of representing clients in the County Court	✓	
4	Experience of working within a Legal Aid Contract framework	✓	
5	Experience of representing clients in family law matters	✓	
6	Ability to organise and manage own casework	✓	
7	Dedication and desire to assist clients	✓	
8	Ability to work under pressure and see clients at short notice, to deal with emergency situations	✓	
9	Good communication skills, both oral and in writing	✓	
10	Ability to deal with clients who may present with challenging or distressing personal circumstances	✓	
11	Current driving license and access to own vehicle for working purposes	✓	
12	Proven commitment to personal development to include keeping up to date with legislation and trends through reading, training and take-up of opportunities.	✓	
	Successful completion of Legal Practice Course or SQE1/ SQE2	✓	

**Probation Period:** 9 months

**Benefits:** 28 days annual leave plus bank holidays pro rata, up to 5% pension contribution.

Trainee Solicitor June 2025

## Overview of Citizens Advice Mid Mercia

Citizens Advice Mid Mercia is an independent member of the Citizens Advice network, which is made up of the national charity and a network of local Citizens Advice members.

Citizens Advice Mid Mercia delivers free, impartial, independent and confidential advice, training, peer support Services are delivered across South Derbyshire, Derby City, East Staffordshire (Burton-upon-Trent and Uttoxeter) and Tamworth.

Citizens Advice Mid Mercia has over 60 members of staff and many volunteers delivering services from four main offices and community venues.

### Our CORE values

- ✓ **Communicate:** We will be consistent, positive, passionate, and listen.
- ✓ **Ownership:** We will be accountable, make a difference, meet deadlines, keep promises and have solutions.
- ✓ **Respect:** We will be honest, work with integrity, trust each other, be fair, tolerant and stand for equality.
- ✓ **Effective:** We will deliver quality, focus on detail and be professional.

### Positive Employment

A criminal record will not necessarily be a bar to you being able to take up the job.

We welcome applications from people with disabilities.

### To Apply

If you want to chat about the role further, you can contact:

- Elizabeth Holt (Head of Implementation & Operations) 07814 918993
- Alison Winfield (Legal Services Manager) 07976823930

**Please visit our website to complete an application form:**

<https://www.citizensadvicemidmercia.org.uk/vacancies/>