

## JOB DESCRIPTION

Employer: Norfolk Community Law Service  
Address: 14 Prince of Wales Road, Norwich, NR1 1 LB  
Title of Post: Supervising Family Law Solicitor  
Responsible to: Family and Domestic Abuse Service Manager  
Responsible for: Family caseworker and volunteers  
Date revised: February 2024

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### **Job Summary:**

To provide accessible, quality, and tailored legal advice and assistance on family matters for clients. To include face to face, telephone, video and other means. Working across NCLS family and domestic abuse services, supporting the manager in the successful delivery of a legal aid contract.

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### **Responsibilities:**

To provide legal advice, casework and representation, acting as the supervising solicitor for all Family Legal Aid work

To ensure that NCLS complies with all professional requirements as set by the SRA, overseeing due diligence in relation to Legal Aid applications

To provide general supervision, training and support to staff and volunteers in the Family service

To recommend and prepare applications to Advocate (formerly the Bar Pro Bono unit)

To recommend and support applications that are suitable cases for Exceptional Case Funding

To complete monthly file reviews, ensuring files are compliant with Specialist Quality Mark (SQM) Legal Aid requirements

To manage a caseload effectively

To ensure client case files are accurate and up to date using NCLS case management system

To undertake advocacy and representation as required, instructing Counsel when appropriate

To make or receive referrals internally to and from other NCLS advisers, or to and from other partner advice agencies using the Norfolk Community Advice Network (NCAN) referral system where appropriate, where clients require advice in other areas of law

To contribute to briefing reports to the NCLS Board and to attend Board meetings as required. To feed into the NCLS membership of the Norfolk Family Justice Board as required and support networking opportunities

To contribute to the development of services and social policy work

To keep up to date with relevant legislation, case law and court procedures by attending training and using reference materials/journals

To develop and maintain a working relationship with relevant local organisations in the statutory, private and voluntary sectors, particularly through NCAN

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## **General Duties**

To maintain a duty of confidentiality in respect of all client matters at all times

To abide by the NCLS Equal Opportunities policy and to implement any relevant practice guidelines

To adhere to NCLS hybrid model of home working and office working agreeing to attend the office at the required hours

To undertake any other duties commensurate with the post as per the requirements of the Board

## **Special Considerations**

To have and provide a current SRA Practising Certificate

To attend such training as is required by the NCLS Board

Some travel in and beyond Norfolk

Occasional evening and weekend work

*The above may be subject to alteration from time to time according to any changes in service delivery, politics or priorities. As such, changes will be carried out following consultation with all parties involved.*