

NORFOLK COMMUNITY LAW SERVICE

PERSON SPECIFICATION

Supervising Family Law Solicitor

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Qualifications

- Qualified solicitor (England & Wales) with a current practicing certificate or barrister who meets the Legal Aid Agency Supervisor requirements for Family Law **Essential**

Experience

- Experience of working with clients in a sensitive manner **Essential**
- Experience of meeting professional requirements as set by the SRA **Essential**
- Experience of working under a Family Legal Aid contract **Essential**
- Experience of supervising a Family Legal aid contract **Desirable**
- Experience of providing representation at Court **Essential**
- Experience of managing staff or volunteers **Essential**
- Experience of collecting and monitoring statistical information **Essential**
- Experience of monitoring services and setting strategic objectives **Essential**

Skills and Ability

- Able to run case files in accordance with the Specialist Quality Mark **Essential**
- Highly developed sense of legal professionalism and a commitment to access to justice **Essential**
- Excellent oral and written communication – **Essential**
- Proficiency in the use of ICT **Essential**
- Negotiation skills **Essential**
- Ability to co-ordinate and develop a project **Essential**
- Ability to be self-motivating **Essential**
- Ability to plan and prioritise work **Essential**
- Ability to contribute to effective team working and mutually supportive staff and volunteer working relationships **Essential**
- Ability to attend occasional out of hours meetings and events as required **Desirable**