WILSON SOLICITORS LLP – FAMILY CASEWORKERS - PERSON SPECIFICATION

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Essential requirements

1. Academic qualifications and commitment:

1.1 Undergraduate Degree in any subject with *either* (a) 2.1 or above, or (b) a distinction in the GDL or LPC if already taken.

1.2 Commitment to following a long term career in a predominantly legal aid solicitors firm in Tottenham

1.3 Commitment to assisting often vulnerable clients to secure their rights

1.4 A demonstrable interest in family law

2. Practice skills:

2.1 Ability to be empathetic and communicate clearly & effectively so as to interview clients and take their instructions and to then advise them in terms that they understand.

2.2 Ability to prepare high quality written work such as witness statements and letters of advice or representation.

2.3 Ability to manage your time effectively and record time spent in a computerised time recording system.

2.4 Ability to receive, understand and follow instructions from a supervisor

2.5 Ability to prioritise own workload – in a busy and deadline driven environment

2.6 Ability to work as part of a team – with your supervisor and the department as a whole

2.7 Ability to work with clients from different cultural backgrounds who may be traumatised by past experiences or have mental health issues.

2.8 Ability to deal effectively with bureaucracy and follow legal aid regulations and procedures

2.9 Ability to use IT systems and learn new IT skills

2.10 Ability to conduct research, both legal and evidential

3. Desirable requirements:

3.1 Undergraduate or post graduate studies relating to family law.

3.2 Experience of casework in a solicitor's office, charity, or similar advice provider.

3.3 Voluntary, paid, or campaign work relating to family law. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_