

Job Title: Graduate Intern (Leicester Law School Legal Advice Clinic)

Grade: 3

Salary: £23,196, pro-rata if part-time

Department: Leicester Law School

Hours/Contract: Full-time, fixed term contract till 19 March 2027

Job Family: Management and administration

Reference: 13743

Role Purpose

As a Graduate Intern in the Legal Advice Clinic, supporting client-facing clinic activities, you will have the opportunity to develop a range of knowledge, skills and experience of working in a legal environment and, specifically, a university law clinic. You will gain experience of client work and managing your time, and will gain an understanding of how law clinics operate and are run. The role will be based on campus in the University of Leicester Law School and in the community.

You will receive initial training in the running of the Clinic and the Clinic processes. Thereafter your role will include conducting your own client work, as well as assisting with the management of student pro bono work, supporting the clinic director and supervising solicitors in clinic business and carrying out administrative tasks to support the running of the clinic.

You will benefit from significant on the job training and supervision by the Clinic director (a qualified solicitor) and other supervising solicitors but will also be able to access the training and professional development opportunities offered by the University to its staff.

At the end of your period of training and experience, you will have gained a broad range of skills and experience of legal and administrative work, and will be well placed to apply for other legal roles, such as paralegal positions, training contracts and pupillages.

Main Duties and Responsibilities

The following responsibilities are indicative but are likely to include:

- Managing and supporting Clinic-led pro bono projects such as the Community Advocacy project and Windrush Compensation Scheme outreach work. This may include setting up drop-in sessions at community locations, accompanying students to drop-in sessions and supervising the pro bono work being conducted. Supporting students to understand what they are / are not qualified to do, and when to signpost to the Clinic.
- Client work, supervised by qualified solicitors
- Dealing with general student queries about the clinic / their clinic work
- Assisting with Clinic project work
- General administrative tasks to support the day-to-day running of the clinic
- To complete any mandatory training as specified by the University e.g. relating to data protection and fraud awareness etc
- Supporting student facing administrative services as required by the School





Internal and External Relationships

Liaising with colleagues within the Law School.

Liaising with student clinic volunteers and student pro bono volunteers.

Liaising with the public and with external solicitor volunteers.

Liaising with external solicitor volunteers.

Planning and Organising

Organising and planning allocated work within set deadlines under the guidance of Clinic staff.

Within the parameters of planned work be flexible in order to respond to ad hoc enquiries, which might be more urgent, pre-empting issues with pro-active solutions.

Set and monitor service objectives and standards within own work to ensure standards are met and to improve quality/efficiency.

Qualifications, Knowledge and Experience

Essential

- Recent graduate (2025 or 2026) with an LLB law degree - this post is particularly suitable for recent graduates, or those about to graduate in 2026, considering a career in law*
- Experience of pro bono activities or university law clinic work*

Skills, Abilities and Competencies

Essential

- Excellent IT skills including Word, and Excel
- High levels of accuracy and attention to detail
- Excellent interpersonal and communication skills, including a high standard of written English
- Proven ability to liaise effectively with a wide range of people
- Willingness to work flexibly as part of a team
- Excellent organisational and planning skills
- Excellent analysis and problem solving abilities
- Demonstrable ability to use initiative and judgment to resolve problems independently

Criminal Declaration

Appointees must inform their line manager immediately, in writing, if they are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities





We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

