



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

Grade: 2

Salary: £17,899 per annum

Department: Leicester Law School

Hours/Contract: Full time, fixed term to 15 July 2022

Job Family: Internship

Reference: 3817

Role Purpose

As a Graduate Intern in the Legal Advice Clinic you will have the opportunity to develop a wide range of knowledge, skills and experience of working in a legal environment and, specifically, a university law clinic. You will gain experience of conducting 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 (although opportunities for home working may arise if desired).

You will receive initial training in the running of the Clinic and the Clinic processes. Thereafter your role will include conducting your own case work, as well as assisting with the management of student pro bono work, supporting the clinic director 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) 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:

- Client work, supervised by a qualified solicitor
- Supervising students' correspondence with clients (not giving legal advice)
- Promoting the clinic amongst students and across the university.
- Dealing with general student queries about the clinic / their clinic work
- Liaising with specific pro bono projects run by student volunteers
- Assisting with Clinic project work
- Developing links and liaising with external organisations
- Assisting with the promotion of the clinic via social media and liaising with student volunteers in respect of social media promotion
- Collecting and analysing data about clinic use
- 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





Internal and External Relationships

Liaising with colleagues within the Law School as well a wide range of colleagues at all levels across the University.

Liaising with student clinic volunteers and student pro bono volunteers.

Liaising with the public and with external solicitor volunteers.

Planning and Organising

Organising and planning allocated work within set deadlines under the guidance of Clinic or Law School 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 (2020 or 21) with an LLB law degree - this post is particularly suitable for recent graduates 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

****Criteria to be used in shortlisting candidates for interview***

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

Equality and Diversity





We believe that equality, 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.

