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| Job Title | Trainee Solicitor |
| Contract Type | This is a full time vacancy for a fixed period of 2 years. |
| Employer | Legal Services Agency Ltd. (Brown & Co. Legal LLP) |
| Main Location(S) | Glasgow, with outreach work as required. |
| Salary | No less than the Law Society of Scotland’s recommended rate of remuneration for trainees. Currently this is £19,500 in first year rising to £22,500 in the second year. |
| Nationality Requirements | Applicants must be eligible to work in the UK. |
| Qualification Requirements | Candidates must meet the standards laid out in legislation, rules and Admission as Solicitor (Scotland) Regulations 2019 including:   * have an LLB in Scots Law from a [provider accredited by the Law Society of Scotland](https://www.lawscot.org.uk/qualifying-and-education/qualifying-as-a-scottish-solicitor/llb-degree-in-law/where-can-i-study-the-llb/) before commencing their traineeship OR have completed a Pre-PEAT Training Contract. * Candidates are also required to have completed a Diploma in Professional Legal Practice before commencing their traineeship. |
| Working Pattern | This is a full time vacancy. |
| Guaranteed Interview Scheme | Applicants claiming a guaranteed interview will be invited for further assessment should they meet the minimum essential criteria listed in this document. |
| Reserve List | In the event that further posts are required a reserve list of successful candidates will be kept for up to 9 months. You can remove your name from this reserve list upon request by emailing [elizabethstewart@lsa.org.uk](mailto:elizabethstewart@lsa.org.uk). |
| **Information about the Role** | |
| The Scottish Government has recently announced that it will part-fund up to 40 traineeships across Scotland. This traineeship is one of those 40 traineeships.  Legal Services Agency (LSA) is a registered charity and one of Scotland’s oldest law centres based in Glasgow. Through its solicitors and other staff, operating as Brown & Co. Legal LLP, LSA has a 30-year legacy of serving individuals, families and communities across Scotland, addressing unmet legal need and the effects of poverty, disadvantage and discrimination.   LSA undertakes legal work and provides high-quality representation throughout Scotland working in civil legal aid.  LSA’s legal service has developed pioneering legal remedies through test cases and campaigns on issues such as dampness, housing repair and evictions, mental health law, criminal injuries compensation and asylum and immigration law.  LSA also delivers a wide range of seminars and training programmes and publications on legal themes.  LSA has been successful in gaining funding in principle for this traineeship from the Scottish Government under the Legal Aid Traineeship Scheme.  The work of a trainee solicitor with LSA is challenging, unique, rewarding, enjoyable and often topical. It is also intellectually demanding and trainees will be well supported throughout the traineeship. They will work alongside the [Mental Health Team](https://lsa.org.uk/how-we-help/mental-health/) and [Housing and General Court Team](https://lsa.org.uk/how-we-help/housing/) having the opportunity to build their knowledge and skills in a broad range of civil law.  We are keen to employ a diverse workforce so that these appointments reflect the people of modern Scotland and the work we do in the Scottish justice system. We welcome applicants from all backgrounds to apply for this vacancy and particularly welcome applicants from groups currently under-represented in the legal profession in Scotland, including people with a disability, from minority ethnic communities or from socio-economically disadvantaged backgrounds. | |
| **Essential criteria** | |
| You will be asked to provide evidence of how you meet these criteria in your application.   1. Ability to demonstrate some knowledge of, and an interest in, the topics of social welfare law, mental health, housing, employment, equality and human rights law. 2. Ability to demonstrate a knowledge, understanding of and interest in civil litigation and its practical application in Scotland. 3. An interest in the civil justice system and legal aid. 4. Willingness to undertake, and good potential for, advocacy. 5. Ability to work under pressure, organise and manage your own workload in a flexible way to respond to competing tight deadlines. 6. Ability to manage information and interpret data with good attention to detail to enable you to make sound balanced decisions. 7. Strong interpersonal and communication (written and verbal) skills, with the ability to establish and build strong working relationships. 8. Demonstrate proficiency and ability to navigate IT systems including use of case management systems 9. Willingness and ability to gain new skills and topics quickly. 10. Committed to the ethos of LSA and the Law Centre movement in delivering quality services to people who are vulnerable and disadvantaged and ability to interview clients appropriately to identify potential problems and solutions. | |

Selection Process

**How organisations who are taking part in the Legal Aid Traineeship Fund will consider your application**

***Stage 1***

This application comprises three parts:

* FORM A: Application
* FORM B: Personal information
* FORM C: Diversity Monitoring Form

**Forms A and B should be returned to the organisation to which you are applying for a traineeship.**

**Form C must only be returned to the Law Society of Scotland at** [**diversity@lawscot.org.uk**](mailto:diversity@lawscot.org.uk)**. We reserve the right to deem any application including Form C as incompetent and may not consider it. Form C is a requirement from the Scottish Government as part of the traineeship fund to help ensure that these funded traineeships are open to all people from all backgrounds.**

At point of application information provided in Form A and B of the application will be separated. Having separated these out, we will review Form A of all application forms to decide if applicants do meet or do not meet the Essential Criteria. Form B will only be considered after the selection exercise as it includes details such as your name and best way to contact you.

Those who meet all of the Essential Criteria will ***normally*** be selected for the next stage of assessment depending on the numbers of people who apply, who meet the criteria and the capacity at the organisation for interviewing. We will consider your application form inclusive of personal statement in assessing how well and to what extent you meet the Essential Criteria.

It is therefore important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the criteria for the post. Please ensure that you study the essential criteria carefully before you complete your application.

***Stage 2***

The next stage of assessment will be an interview. You can expect to be asked questions on your legal knowledge as well as on how you meet the essential criteria. At this second stage the interviewer(s) will have no personal information about you, other than your name, contact details and Form A of your application.

We reserve the right to hold a second interview but we intend to make an offer to an applicant after the first round of interviews.

**Important: Please note when completing your application**: The Scottish Government grant funding conditions require that legal firms/organisations must take all reasonable steps to follow best practices to ensure an open, fair, and diverse recruitment process.

When the application form asks for your qualifications and or work history please complete with the Diploma in Professional Legal Practice you are studying for or have already completed. No other qualifications. Factors such as the school you attended or the university you attended will not form part of the selection process. Insofar it is reasonably practical, the only time any personal information about you is seen by assessors is at the second assessment stage and this is restricted to your name, email address and phone number.

FORM C: Diversity Monitoring

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by the Law Society of Scotland and shared with the Scottish Government for monitoring purposes. Anonymised, aggregated information will be shared with the Project Management Board. It will never be viewed by the employing organisation and therefore cannot be considered as part of our selection process. The Law Society of Scotland (on behalf of the Scottish Minister) will retain information from applicants for six years from the end of the life of the grant. The Scottish Ministers and the Law Society of Scotland will retain diversity monitoring information in an anonymised form indefinitely.

Disability

We are not participants in the Jobcentre Plus ‘’Positive about Disabled People’’ scheme. However, we are supportive of the aims of the scheme and look to model their process as far as reasonably possible.

Under the terms of the scheme, all candidates who consider themselves to have a disability in terms of the Equality act 2010 and who meet the essential criteria for the post will be guaranteed an interview. Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission [website](http://www.equalityhumanrights.com).

We want to ensure that our recruitment process is inclusive, and we want to make sure that the practicalities of the application and selection process don’t get in the way of anyone being able to show their full potential. Therefore if you require any reasonable adjustments or want to speak to someone about the details of the accessibility of our buildings or the selection process contact Elizabeth Stewart ([elizabethstewart@lsa.org.uk](mailto:elizabethstewart@lsa.org.uk) about what you need to perform at your best.  
  
Any reasonable adjustments put in place throughout the application and selection process will be agreed with you in advance. If you are successful and are offered a role, we will discuss reasonable adjustments that you might need in work.

Working Pattern

The standard working week is a 5-day week of *35* hours, net of lunch breaks.

Annual Leave

You will have an annual leave allowance of 20 days’ leave during your first year, which will be increased by a further 2 days after one year’s service. In addition, we observe 12 days public and privilege holidays, dates of which are set annually.

Travel and Subsistence

Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

Sick Absence

You are expected to attend for work. However, we do recognise that 100% attendance may not be possible on occasions when you are unwell. We have an attendance management policy in place that makes it clear the level of attendance that the employer expects and what may happen if this cannot be achieved. The policy outlines the support offered to staff during periods of illness and the assistance available to help them back to work.

Places of work

The normal place of work will be our office in Glasgow with visits to courts, tribunals, prisons and police stations a routine part of the job. However, there may be significant working from home during the response to the Covid-19 pandemic depending on guidance from the Scottish Government.