

Employment/Discrimination placement – six-month part-time internship

South West London Law Centres (SWLLC) is a community based, Legal Aid practice and a registered charity. Our history dates back to 1974 when the first Law Centres in Wandsworth were created. We became SWLLC in 2004 through the merger of a number of Law Centres in South West London. We now work across six boroughs, Croydon, Merton, Kingston, Richmond and Sutton and Wandsworth, helping people accessing, understanding and enforcing their legal rights. SWLLC helps around 8,000 people per year.

Our employment team is seeking an enthusiastic and committed volunteer for a six-month part-time placement to provide paralegal support to our small but busy team of employment caseworkers and volunteers.

If you are seeking a career in Law and have an interest in employment law, particularly employment discrimination, this role will provide you with invaluable experience and insight into the problems faced by this group of clients.

Overall responsibility:

You will be supporting a number of caseworkers and volunteer advisers in relation to all aspects of research and administration. The ideal candidate will play a full role in the organisation supporting colleagues to maximise their effectiveness. You may be asked to participate in staff meetings from time to time.

General tasks you may be asked to carry out – subject to supervision:

1. Legal research.
2. Supporting the team with the triage of employment enquiries.
3. Assisting with booking clients for one-off advice appointments with volunteer advisers.
4. Analysis of client documents.
5. Writing attendance notes.
6. Drafting letters of advice.
7. General administrative tasks such as filing, archiving, scanning, photocopying, binding of files.

Personal attributes

1. Working towards legal qualification (LLB, GDL, ILEX/CILEx or equivalent).
2. Some equivalent experience in a role where you have been supporting a team and colleagues to help achieve targets.
3. Commitment to equal opportunities as set out in the principles and policies of South West London Law Centres.
4. An intelligent and highly motivated person who is accustomed to taking significant decisions and having a high level of personal accountability.
5. Ability to work independently with a proven ability to prioritise work and to meet deadlines.
6. Excellent communication skills: you must be able to relate well to colleagues, clients and third parties, in person, in writing and on the telephone, despite the pressures of the role.
7. Understanding of the problems which face diverse communities.
8. Ability to use computer and information technology including management information systems and to be self servicing. Must be proficient in Microsoft operating systems (Word, Excel, and Office).
9. Ability to work collaboratively within SWLLC

Professional Development

In this role you will gain an invaluable insight into the day-to-day activities involved in employment and discrimination work. You will develop your research and drafting skills as well as having the opportunity to gain some client-facing experience with the support of our expert team.

To support your professional growth you will have access to internal training provided by SWLLC as well as other ad hoc training and events provided by external organisations.

You will also benefit from a structured placement with active supervision and an end of placement evaluation so that you can review your learning from the placement.

Commitment

We are seeking someone who can commit one to two full days a week for at least six months.

Location

This is a remote role but it may require attendance at our offices from time to time.

Remuneration

While this is a voluntary, unpaid position, we can reimburse your reasonable expenses for up to £15 per working day.

Start date

We are seeking someone who can start as soon as possible.

Application process

Please apply by sending your CV and a covering letter to volunteers@swllc.org by 12pm on 22 April 2022.