



Supervising Solicitor

Job pack

Thanks for your interest in working at Arun and Chichester Citizens Advice. This job pack should give you everything you need to know to apply for this role and what it means to work at Citizens Advice.

In this pack you'll find:

- Our values
- 3 things you should know about us
- Overview of Citizens Advice
- The role profile and personal specification
- Terms and conditions
- What we give our staff

Want to chat about this role?

If you want to chat about the role further, you can email jobs@arunchichestercab.org.uk

Our values

We're inventive. We're not afraid of trying new things and learn by getting things wrong. We question every idea to make it better and we change when things aren't working.

We're generous. We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone.

We're responsible. We do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.

3 things you should know about us

1. We're local and we're national. We have 6 national offices and offer direct support to people in around 300 independent local Citizens Advice services across England and Wales.

2. We're here for everyone. Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

3. We're listened to - and we make a difference. Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.

Overview of Citizens Advice

The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 300 local Citizens Advice members.

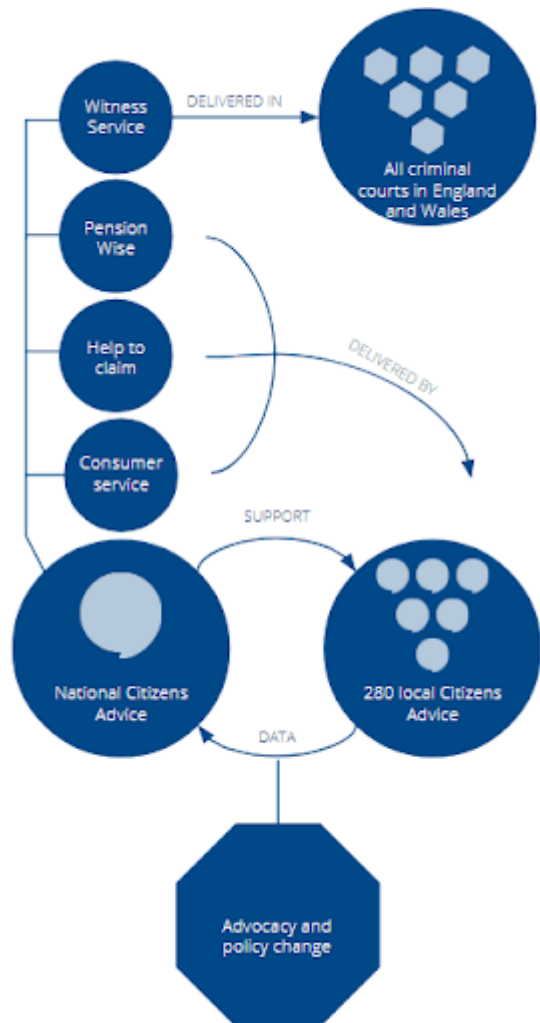
This role sits our network of independent charities, delivering services from

- over 600 local Citizens Advice outlets
- over 1,800 community centres, GPs' surgeries and prisons

They do this with:

- 6,500 local staff
- over 23,000 trained volunteers

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30 minute drive of where they live.





The role

We are looking for an experienced supervising solicitor to enable student solicitors to complete their Qualifying Work Experience within our charitable organisation.

We can offer potential solicitors hands-on experience in areas such as debt, social welfare, housing, employment, consumer and more. However, we require an SRA registered person to provide confirmation that a trainee's experience meets that required of the SRA and share feedback accordingly.

The role can be completed outside of usual working hours if preferred and can be entirely remote or in office. You will not need to meet with each trainee every week as general supervision is already provided.

As this is a new venture for our organisation, we are seeking someone with evidenced experience in supervision, and ideally someone who can help with the implementation of our Legal Aid contracts later in 2024.



Role profile

MAIN DUTIES AND RESPONSIBILITIES

1) Supervising casework

- 1.1 To review the casework of trainee solicitors, identifying relevant feedback in line with SRA regulations and guidance.
- 1.2 Meet regularly with trainees to share feedback.
- 1.3 Raise any performance issues with other supervisory staff.
- 1.4 Support trainees in logging QWE when complete.

2) Training and Professional Development

- 2.1 Keep informed of new and changing legislation relevant to the post and of local issues/policies.
- 2.2 Read the regular Citizens Advice circulars and information items.
- 2.3 Attend regular training to develop knowledge, skills and expertise.
- 2.4 Participate constructively in team meetings.

2.5 Use computers in areas relevant to the post.

3) **Social Policy**

3.1 Recognise the root causes of problems and contribute social policy evidence in line with the twin aims of the Citizens Advice service, highlighting issues of concern to disadvantaged groups and clients in general.

3.2 Participate in local and regional social policy initiatives developed by ACCA, its projects and partner organisations.

4) **Administration**

4.1 Ensure that the information sources in use are up to date.

4.2 Maintain statistics and analysis of work in accordance with ACCA procedures and funding conditions.



Person specification

1. Experience as a supervising solicitor.
2. An understanding of social welfare, debt, employment, housing, consumer or other areas of law relevant to Citizens Advice clients.
3. A clear understanding and commitment to the aims and principles of Arun and Chichester Citizens Advice.
4. Confidence in giving feedback, both positive and corrective.
5. A clear understanding of QWE and how it applies to the adviser role at Citizens Advice.

What we give our staff

- Workplace pension available
- Employee Assistance Programme
- Commitment to continued professional development
- Supportive and flexible employer
- An opportunity to work within a team that is friendly, forward thinking and passionate about helping our community