



July 2020

Job Application Pack for Senior Solicitor Post, Scottish Women's Rights Centre (Permanent, Full-Time)

Dear Applicant,

Thank you for your interest in applying for a full-time Senior Solicitor post at JustRight Scotland (JRS).

We are recruiting for a talented and dynamic female lawyer to lead and develop our strategic legal role within the Scottish Women's Rights Centre (SWRC). The SWRC is an inclusive, unique and collaborative project which aims to improve outcomes for women in Scotland who have suffered gender based violence, bringing together the expertise of Rape Crisis Scotland, the University of Strathclyde Law Clinic and our experienced team of human rights lawyers at JustRight Scotland.

This is an exciting post in a varied role which will include the opportunity to contribute to the development of the law and practice in Scotland and the UK. The post will involve outreach, legal casework, policy, training and research, as well as partnership working across the expert network of organisations involved in this project.

Candidates must have experience in litigation and be committed to tackling gender inequality, human rights and working to achieve social justice.

This job application pack contains the following information:

- About JustRight Scotland
- Job Description
- Person Specification
- Application Form
- Equality and Diversity Monitoring Form

The closing date for applications is 21st August 2020.

Interviews will take place during the week commencing 31st August 2020 (please note this is a provisional date) via Zoom and you will be asked to prepare a presentation in advance of this interview.

Please email completed applications to Jenny Cook at jenny@justrightscotland.org.uk with the header PRIVATE AND CONFIDENTIAL.

If you require to receive this information in a different format, or have any other questions about applying, please contact Jenny on 0141 406 5352.

Yours sincerely
Kirsty Thomson
Director/Partner

JustRight Scotland About the Scottish Women's Rights Centre

The SWRC provides free legal information, advice and representation to women affected by violence and abuse. It is a collaboration between [Rape Crisis Scotland](#), [JustRight Scotland](#) and the [University of Strathclyde Law Clinic](#). We are funded by the Justice Department of the Scottish Government, (with the legal project funds being administered by the Scottish Legal Aid Board) and the [Justice and Equality Fund from Rosa](#).

The Centre strives to fill the gaps that exist between women's experiences of gender based violence and their ability to access justice by working with specialist solicitors and having access to advocacy support. Informed by our direct work with victim-survivors of violence and abuse, we seek to influence national policy, research and training to improve processes and systems, and ultimately to improve the outcomes for women who have experienced gender based violence.

The legal project of the SWRC employs 4 full time Solicitors (one is a trainee), 1 full time Caseworker and 1 part time caseworker. The wider centre also employs a coordinator, 2 full time advocacy workers and a full -time administration and communication worker who are based at Rape Crisis Scotland. The solicitors are supported by trained student volunteers from the University of Strathclyde Law Clinic, some of whom have remained involved post qualification.

You can find further information about the centre on our website at www.scottishwomensrightscentre.org.uk.

JustRight Scotland

The successful candidate will be employed by JustRight Scotland (JRS) which is Scotland's legal centre for justice and human rights. We use the law to defend and extend people's rights.

We believe in inclusion and social justice collaboration, which means that all our projects work in areas in which gaps in access to justice lead to discrimination and disadvantage. We aim to tackle those issues by sharing resources, and working with non-lawyers, to explore models for providing expert legal advice and information, efficiently and effectively.

We do this by providing legal services directly to individuals as well as working to improve outcomes for our clients by contributing to policy and research, and delivering training and outreach. We aim to test new models for leveraging our legal expertise within these collaborations, and sharing what we learn along the way.

We operate **four centres of legal excellence**:

1. Scottish Refugee and Migrant Centre;
2. Scottish Women's Rights Centre;

3. Scottish Anti-Trafficking and Exploitation Centre; and
4. Scottish Just Law Centre

We also have a policy, research and training hub, JustRight for All, which supports our wider awareness raising, legal education and influencing work.

You can find further information about our vision, our values and our work at www.justrightscotland.org.uk.

Job Description

Job title:	Senior Solicitor
Reports to:	Partner / Director
Length of contract:	Permanent, Full-Time. Funded by the Scottish Government until March 2021, further funding will be sought
Salary:	£37,700 – £42,000 per annum, dependent on experience, per annum (8% employer pension contribution)
Leave:	37.5 days (inclusive of public holidays and flexible working)
Location:	Home-based & JRS Offices – Glasgow with travel expected around Scotland

Female only posts permitted under Schedule 9, part 1 of the Equality Act 2010

Job Purpose and Context:

The Scottish Women's Rights Centre is committed to providing gender sensitive and trauma informed legal advice and representation to women throughout Scotland through the legal project of the Scottish Women's Rights Centre.

The SWRC provides legal representation in strategic cases and where doing so addresses justice gaps for women survivors of gender based violence. The SWRC has developed strategic objectives, which are reviewed annually by the Centre's Advisory Group and inform a fortnightly 'Take On' process which is accessible online, over the helpline and through surgeries. The centre aims to take strategic legal cases such as the '[Miss M](#)' case and cases in areas where we have determined there are advice deserts by virtue of geographical location or in areas of law such as criminal injuries compensation.

The successful candidate will undertake senior legal casework within the project as well as providing legal supervision for the legal casework delivered by other legal members of the SWRC.

As well as legal casework, the post holder will contribute, and provide legal supervision for the legal advice delivered through the centre's daily national helpline and weekly outreach advice work (by e-mail and at legal surgeries).

The successful candidate will also have the opportunity to work alongside other members of the centre within JRS, Rape Crisis Scotland and the University of Strathclyde Law Clinic to contribute to the funding, policy, training and research work linked to the legal work of the project and to develop skills within this area.

This post is currently fully funded by the Scottish Government administered through the Scottish Legal Aid Board but in the future may also require earned income through legal service provision and our social enterprise legal education, consultancy and training programme.

This is an exciting opportunity to work within a ground breaking national project within an innovative legal centre.

Key Responsibilities:

Specific:

- Responsible for the provision and delivery of initial legal advice and human rights information by the SWRC to individuals and organisations, through legal outreach work conducted at a national level, including through legal surgeries and telephone advice lines as well as supervision of JRS and SWRC linked staff and volunteers who are implementing this work.
- Responsible for the provision and delivery of direct legal advice and representation to SWRC clients, including advocacy at relevant tribunals and courts as well as supervision of JRS and SWRC linked staff and volunteers who are implementing this work.
- Maintain timely and accurate records of work undertaken using our casework system, and any system of the SWRC, and other procedures designed to manage and track our work in a safe, efficient and effective manner as set down in the JRS and SWRC operational manuals and any manuals and policies designed for the organisation and/or project.
- Maintaining up-to-date knowledge of areas of law relevant to the focus of project work, as well as knowledge of key developments in human rights and equalities law, and public law.
- Contribute to the development and delivery of internal and external professional training, as well as the development of human rights information and other resources for the SWRC public legal education programme.
- Contribute to the identification of key policy issues and to policy and influencing work in areas of importance to the SWRC client groups.
- Travel, when required, to conduct work across Scotland, UK and abroad. This includes representation at courts and tribunals, attendance at other JRS and SWRC linked offices, and attendance at outreach surgeries and training venues.
- Attendance, and contribution to, SWRC internal meetings where relevant.

General:

- To work independently but also collaboratively with other members of the JRS and SWRC team and our other collaboration partners.
- To prioritise work effectively and ensure that work is completed professionally and to high standards.

- To ensure that an inclusive, human rights-based approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of JRS values of *collaboration, social justice, inclusion, empowerment, and innovation*.
- To conduct all work in line with JRS and SWRC policies and procedures, including our Equalities and Diversity Policy.

Person Specification

		Essential	Desirable
Knowledge & Qualifications	Ability to practice law in Scotland, holding a current unrestricted practising certificate from the Law Society of Scotland at PQE 5 or above.	X	
	Experience of litigation at a senior level	X	
	Knowledge of public interest, human rights and strategic litigation		X
	Understanding of the experiences of women affected by gender based violence	X	
Skills and Experience	Excellent English written and oral skills, with the ability to communicate complex issues in clear, jargon-free, language	X	
	Experience of working cross-sector or in collaboration with other partner organisations		X
	Experience of managing legal staff	X	
	Experience of organising and delivering professional training or public legal education		X
	Experience of working on and contributing to influencing policy		X
	Ability to complete tasks to a high standard without significant supervision	X	
	Ability to work in a small team in a cooperative, flexible and supportive manner	X	
	Ability to manage own time by prioritising tasks and meeting competing deadlines	X	
	Ability to develop successful collaborative working relationships externally	X	
	Confident ability in use of MS Office: Outlook, Word, Excel and PowerPoint	X	
Qualities	A commitment to the promotion of human rights and working to increase access to	X	

	justice		
	A commitment to an inclusive, human rights-based and trauma informed approach to working with clients	X	
	Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity	X	

Application Form

Please read this application form and the application pack carefully before you start to complete this form. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post. You may find it helpful to illustrate with examples from your previous professional or voluntary work, or studies. Do not include a separate CV or other background material, as we will only use the information in this form when deciding whether to shortlist applicants.

Please email completed applications to Jenny at jenny@justrightscotland.org.uk with the header **PRIVATE AND CONFIDENTIAL** or post them marked “private and confidential” to Jenny Cook, JustRight Scotland, Suite 3/1, 3rd Floor, Forsyth House, 111 Union Street, Glasgow, G1 3TA.

The closing date for applications is midnight on 21st August 2020. Interviews will take place during week commencing 31st August 2020 (please note this is a provisional date) online, via Zoom, and candidates will be expected to complete an exercise pre-interview.

CONTACT DETAILS

Name

Address

Postcode

Email address

Phone numbers (Day)

(Evening)

I understand that JRS will hold the information I have given in this form, solely for purposes of considering my application, and as part of my contract record, if successful. I consent to this, and understand that I can ask JRS to produce for me, or delete this information at any time, on my request.

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract.

Signed:

Date:

EDUCATION AND TRAINING

Please list any education and training courses undertaken that are relevant to the post.

Dates	School/College/Other	Course/Qualifications

Date	Training (Training Providers)

WORK EXPERIENCE

Please list all your work experience, both paid and unpaid, since leaving full time education. Start with your current or most recent employment and list the remainder in reverse order.

Dates	Name/Address of Employer	Post or Activity & Main Duties/Responsibilities

INFORMATION IN SUPPORT OF YOUR APPLICATION

In this section, **we would like you to demonstrate how you meet the requirements for this role.**

Please outline the reasons why you are interested in this position, and demonstrate that you meet the person specification by giving specific examples which show that you have the necessary skills, knowledge and experience for the role.

Please attach additional pages if necessary, but **do not exceed 750 words** in answering this question.

REFEREES

Please give the names, addresses, telephone numbers and email addresses of two referees. One of these should be your current or most recent employer. If you are shortlisted for the post, we may contact one of your referees before your interview. You may indicate that you would prefer us not to contact one particular referee at this stage.

First Referee

Name	
Title or Position	
Organisation	
Address	
Telephone number	
Email address	
In what capacity is this person known to you?	

Second Referee

Name	
Title or Position	
Organisation	
Address	
Telephone number	
Email address	
In what capacity is this person known to you?	