



**October 2023**

Dear Applicant,

**Associate Solicitor - Scottish Women's Rights Centre**

Thank you for your interest in applying to become an Associate Solicitor for the Scottish Women's Rights Centre (SWRC), which is a specialist legal centre run by JustRight Scotland.

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.

If successful, you will provide advice and representation to women affected by gender-based violence throughout Scotland. This will include managing a caseload, as well as providing legal advice through outreach helplines and surgeries.

This is a varied role that will also include the opportunity to contribute to the development of the law and practice in Scotland through policy, training, research work and strategic litigation. The role is fully funded through a grant from the Scottish Legal Aid Board.

Our ideal candidate will have post-qualifying experience in a relevant area of legal practice, and be committed to tackling gender inequality, upholding human rights, and working to achieve social justice.

This job application pack contains the following information:

- About JustRight Scotland and the Scottish Women's Rights Centre
- Job Description
- Person Specification
- Application Form
- Equality and Diversity Monitoring Form

**The closing date for applications is 9am, Tuesday 31st October 2023.**

**Interviews will take place during the week commencing 6<sup>th</sup> November 2023. These will be held in person unless you require a different arrangement. If**

**shortlisted for interview, you will be asked to prepare a presentation in advance.**

**Please email completed applications to [recruitment@justrightscotland.org.uk](mailto:recruitment@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 Natalia on 0141 406 5350.

With thanks,  
**The JustRight Scotland team**

## **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 collaborative partnership between Rape Crisis Scotland, JustRight Scotland and the University of Strathclyde Law Clinic. The Centre's work is funded by the Scottish Government and the Scottish Legal Aid Board.

We strive 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. The centre aims to take strategic legal cases such as; the 'Miss M' case, cases in areas where we have determined there are advice deserts by virtue of geographical location or in areas of law and where it is considered learning can be gained to benefit survivors across Scotland.

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.

JustRight Scotland runs the legal services provided through the SWRC and employs 2 full time Solicitors and 1 full time Caseworker to do so. The Solicitors are supported by trained student volunteers from the University of Strathclyde Law Clinic and a network of Pro Bono Solicitors via a weekly evening helpline.

You can find further information about the centre online at [www.scottishwomensrightscentre.org.uk](http://www.scottishwomensrightscentre.org.uk).

## **JustRight Scotland**

The SWRC Associate Solicitor 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 work is focused on addressing gaps in access to justice which 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 operate four centres of legal excellence including the SWRC. Our other centres are the Scottish Refugee and Migrant Centre, the Scottish Anti-Trafficking and Exploitation Centre, and the Scottish Just Law Centre. Our teams work together holistically.

All of our legal services are delivered through JustRight Scotland LLP, as required by Scottish solicitor regulation.

You can find further information about our vision, our values and our work at [www.justrightscotland.org.uk](http://www.justrightscotland.org.uk).

## Job Description

**Job title:** Associate Solicitor  
**Reports to:** Senior Associate Solicitor, SWRC  
**Contract type:** Permanent  
**Working hours:** Full time (35 hours per week) with option to request part time

**Salary:** £38,000 - £42,000 FTE (Band 4)

Appointments are ordinarily made at the minimum salary point. Candidates who achieve exceptional scores at shortlisting and interview may be appointed at a higher point. Following appointment, annual progression will take place in line with the charity's policy.

**Benefits:** 8% employer pension contribution  
37.5 days annual leave (FTE) inclusive of public holidays  
Flexitime and flexible working  
Remote and hybrid working  
Peer support programme  
Access to funded counselling service  
Personal training and development budget

**Location:** Central Glasgow office with home based working where feasible.  
Access to central Edinburgh workspace  
Some travel around Scotland required

**This post is restricted to women under Schedule 9, Part 1 of the Equality Act (2010)**

**Job Purpose and Context:**

As Associate Solicitor, you will play a key role in the Scottish Women's Rights Centre (SWRC).

Working closely with the Centre's Senior Associate Solicitor and Caseworker, you will take a strategic and collaborative approach to delivering legal information, advice and representation where we identify gaps in access to justice for women survivors of gender-based violence.

You will provide legal representation to your own caseload, deliver outreach surgeries and support to helplines, and assist with policy, training and research work.

This post is suitable for solicitors with at least 3 years' post-qualifying experience (PQE) in a relevant area of legal practice.

**Key Responsibilities:****Specific:**

- 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.
- Provision and delivery of initial legal advice and information by the SWRC to individuals and organisations, through legal outreach work conducted at a national level, including through legal surgeries and call backs from telephone advice lines.
- Under the strategic direction of the Senior Associate Solicitor, assist with the operational planning of the Project, including implementation of yearly project plans, policy and legal education activities.
- If applicable, line management responsibility for employees and interns linked to the SWRC under the ultimate supervision of the Senior Associate Solicitor at SWRC. This may include management of operational activities and supervision.
- Responsible for the maintenance of timely and accurate records of work undertaken by SWRC legal staff using our case management system 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.
- Under the supervision of the Senior Associate Solicitor at SWRC, 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 centre's 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.

#### **General:**

- To work independently but also collaboratively with other members of the JRS and SWRC team and our other collaboration partners.
- To complete other tasks necessary to contribute to the operational management, sustainability and development of JRS in the pursuit of its strategic goals.
- 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 *expert, inclusive, strategic* and *trust*.
- To conduct all work in line with JRS and SWRC policies and procedures, including our Equalities and Diversity Policy.

## Person Specification

		Essential	Desirable
<b>Knowledge &amp; Qualifications</b>	Ability to practice law in Scotland, holding a current unrestricted practising certificate from the Law Society of Scotland	X	
	Understanding of the experiences of women affected by gender-based violence	X	
	Knowledge of public interest, human rights and strategic litigation		X
<b>Experience</b>	Experience in an area of civil legal practice in Scotland relevant to the work of the SWRC	X	
	Experience of litigation and advocacy	X	
	Experience of working with women affected by gender-based violence	X	
	Experience of human rights, tackling inequality and working to achieve social justice		X
	Experience of working cross-sector or in collaboration with other partner organisations		X
	Experience of organising and delivering professional training or public legal education		X
	Experience of working on and contributing to influencing policy		X
<b>Skills and Abilities</b>	Ability to complete tasks to a high standard without significant supervision	X	
	Excellent communication skills, with the ability to communicate complex issues in clear, jargon-free, language	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	
<b>Qualities</b>	A commitment to the promotion of human rights and working to increase access to justice	X	
	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 Natalia Uribe at [recruitment@justrightscotland.org.uk](mailto:recruitment@justrightscotland.org.uk) with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Natalia Uribe, JustRight Scotland, 1/1, Libertas House, 39 St Vincent Place, Glasgow, G1 2ER.**

**The closing date for applications is 9am, Tuesday 31st October 2023. Interviews will take place during week commencing 06 November 2023 (please note this is a provisional date), and candidates will be expected to complete an exercise pre-interview.**

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### 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 relevant 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

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## INFORMATION IN SUPPORT OF YOUR APPLICATION

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

Please **provide a statement of up to 4 pages below**, outlining the reasons why you are interested in this position, and explaining how you meet the person specification for the role, using examples where possible.

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## 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. Referees will only be contacted if you are offered the position.

### 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?	

## Equality and Diversity Monitoring Form

JustRight Scotland values equality of opportunity and supports diversity. Please help us monitor our effectiveness as an organisation committed to equal opportunities by completing this form. **Please note that filling in this form is voluntary, and not required as part of the application process.** This form will be separated from your application form and will only be used for this monitoring purpose.

Please fill in the following form	
<b>What is your gender?</b>  (e.g. male / female / non-binary / prefer not to say/prefer to self-describe)	
<b>Do you now or have you ever considered yourself to be a transgender person?</b> (Please Circle or Delete)	<b>Yes</b>  <b>No</b>  <b>Prefer not to say</b>
<b>Are you married or in a civil partnership?</b> (Please Circle or Delete)	<b>Yes</b>  <b>No</b>  <b>Prefer not to say</b>

<b>Age:</b> (Please Circle or Delete)	<b>16-24</b>	<b>25-29</b>
	<b>30-34</b>	<b>35-39</b>
	<b>40-44</b>	<b>45-49</b>
	<b>50-54</b>	<b>55-59</b>
	<b>60-64</b>	<b>65+</b>
	<b>Prefer not to say</b>	

<b>What is your ethnic origin?</b>  <i>(Ethnic origin is not about nationality, place of birth, or citizenship. It is about the ethnic group to which you perceive you belong. Please tick the appropriate box)</i> (Please Circle)	<b>White</b>	
	<b>English</b>	<b>Welsh</b>
	<b>Scottish</b>	<b>Northern Irish</b>
	<b>Irish</b>	<b>British</b>
	<b>Gypsy/Irish Traveller</b>	
	<b>Prefer not to say</b>	
<b>Any other white background:</b>		



	<hr/> <p><i>Mixed/multiple ethnic groups</i></p> <p><b>White &amp; Black Caribbean</b></p> <p><b>White &amp; Black African</b></p> <p><b>White &amp; Asian</b></p> <p><b>Prefer not to say</b></p> <p><b>Any other white/multiple background:</b></p> <hr/> <p><i>Asian/Asian British</i></p> <p><b>Indian                      Pakistani</b></p> <p><b>Bangladeshi              Chinese</b></p> <p><b>Prefer not to say</b></p> <p><b>Any      other      Asian/Asian      British</b> <b>background:</b></p>
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	<hr/> <p><b><i>Black/African/Caribbean/Black British</i></b></p> <p><b>African</b>                      <b>Caribbean</b></p> <p><b>Prefer not to say</b></p> <p><b>Any other Black/African/Caribbean/Black British background:</b></p> <hr/>
<p><b>Do you consider yourself to have a disability or health condition?</b></p>	<p><b><i>Other ethnic group</i></b></p> <p><b>Arab</b></p> <p><b>Prefer not to say</b></p> <p><b>Any other ethnic group:</b></p>
	<p><b>Yes</b>                      <b>No</b></p> <p><b>Prefer not to say</b></p>

**What is the effect or impact of your disability or health condition on your ability to give your best at work?**

*(The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the JRS staff member responsible for this recruitment)*

(Please Circle or Delete)

**Please write in here:**

**What is your sexual orientation?**

**Heterosexual**

**Gay Woman/Lesbian**

**Gay Man**

**Bisexual**

**Prefer not to say**

**If you prefer to use your own term, please specify here:**

<p><b>What is your religion or belief?</b></p>	<p><b>No religion/belief    Buddhist</b></p> <p><b>Christian                      Hindu</b></p> <p><b>Jewish                          Muslim</b></p> <p><b>Sikh                          Prefer not to say</b></p> <p><b>Other religion or belief:</b></p>
<p><b>Do you have caring responsibilities?</b></p> <p><i>(Tick all that apply)</i></p>	<p><b>None</b></p> <p><b>Primary carer of a child/children (under 18)</b></p> <p><b>Primary carer of disabled child/children</b></p> <p><b>Primary carer of disabled adult (18 and over)</b></p> <p><b>Primary carer of older person</b></p> <p><b>Secondary carer (another person carries out the main caring role)</b></p>

	<b>Prefer not to say</b>
<b>Did either of your parents (or carers) have a university education?</b>	<b>Yes (at least one parent / carer)</b>  <b>No (no parents / carers)</b>  <b>Prefer not to say</b>