

ETHNIC MINORITIES LAW CENTRE

PERSON SPECIFICATION FOR DEPUTY PRINCIPAL SOLICITOR

The person appointed to the post should demonstrate:

Qualifications, Knowledge and Experience

Essential

1. Holder of unrestricted Practising Certificate and minimum of 3 years PQE.
2. A commitment to the role of Law Centres in the provision of legal services and access to justice with knowledge of legal/advice sector and Law Centre movement.
3. Significant experience of management at a senior level.
4. A track record in developing, implementing and monitoring short and long term strategies.
5. Experience of staff management.
6. Experience of financial management and budgetary control.
7. Experience of fundraising from charitable grants as well as from statutory sources and/or business development.
8. Knowledge and understanding of working with Boards or similar governance structure.
9. An understanding of Scottish legal aid and/or experience of running a legal practice.

Skills

Essential

10. Ability to lead the law centre, work as part of a team, motivate and manage staff.
11. Ability to take strategic overview and to plan for the long term.
12. An understanding of the problems which face diverse communities.
13. Ability to contribute to the development of advice services in partnership with other agencies in Scotland and, if appropriate, further afield.

14. Ability to liaise and work effectively in partnership with a wide range of agencies both voluntary and statutory.
15. An intelligent and highly motivated person who is accustomed to taking significant decisions and having a high level of personal accountability.
16. Attention to detail.
17. Ability to work under pressure.
18. Ability to work independently with a proven ability to prioritise work and to meet deadlines.
19. Excellent verbal and written skills and ability to convey complex information in an accessible way.
20. Ability to undertake press and public relations functions including networking.
21. Ability to use computer and information technology including management information systems, and to be self servicing.
22. Ability to work flexibly and outside regular office hours.

Legal Practice Areas

Desirable

1. Knowledge and experience of practice in Immigration and Asylum Laws, Employment and Discrimination Laws, Human Rights Law, Social Welfare Law and Criminal Injury Compensation Claims/Appeals.
2. Holder of unrestricted Scottish Practising Certificate and minimum of 3 years PQE.