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**AN OUTLINE OF THE FIRM**

**We use the law to enforce the rights of the disadvantaged of society, hold the state to account for its actions, challenge discrimination and fight human rights and environmental abuses.**

**Deighton Pierce Glynn is a highly regarded firm of solicitors specialising in a number of niche areas of civil litigation in which it has a significant national and international profile.**

**Whoever our clients are and whatever has happened to them we pride ourselves in being able to make the best use of the law for their benefit. We give practical advice about options, help our clients work out their goals and do what can be done to achieve them. Taking a legal case can be a daunting prospect – we try to make sure our clients feel well supported.**

**We are committed to our staff, who include some of the best lawyers around. We think it’s important to provide a good working environment, ensuring they have the support and resources they need to excel while promoting a friendly and collaborative working environment.**

**We are also committed to promoting equality of opportunity. We think that by doing this we can provide the best possible service to our clients. We positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.**

CLOSING DATE: 8am on 12th February 2018.

Starting date flexible

**THE POST: Associate Solicitor Job Reference: 2018/03CCSO**

We have an exciting opportunity for an experienced community care solicitor to lead our community care team. Historically the firm has been at the forefront of publicly funded community care litigation, particularly on behalf of migrants, as well as training and development, eg the Community Care Practitioners’ Group. An administrative error led us to lose our CCA contract in 2014 and since then we have conducted our community care work under the public law contract or privately with successes linked to the Equality Duty and migrant support. We have applied for a contract in the 2018 tender process and so are now seeking to recruit a community care solicitor who meets relevant supervisor standards and has in interest in developing an in interesting portfolio of community care public law/CoP litigation with support from our experienced public law solicitors. The firm has an excellent reputation (eg Legal 500 and Chambers). We plan to increase the volume of the firm’s Court of Protection cases in addition to the public law community are cases we currently deal with.

For an informal discussion about this position please contact Sue Willman via [swillman@dpglaw.co.uk](mailto:mail@dpglaw.co.uk)

**Person specifications**

**Essential:**

* Excellence in community care casework
* Proven ability to work in and contribute to the team
* An ability to deal sympathetically and effectively with the widest variety of disadvantaged clients.
* Fulfil 2018 LAA Standard Civil Contract criteria to be a LAA Community Care Supervisor on commencement of post
* Sufficient experience of Court of Protection work to fulfil 2018 LAA Standard Civil Contract criteria for supervisors of Contract Work relating to proceedings under the Mental Capacity Act 2005
* The skill and knowledge to manage cases and maintain files efficiently with little supervision and to high standards, and experience of conducting litigation from start to finish.
* Knowledge of the Legal Aid scheme and CCMS
* Commitment to equal opportunities
* Proven ability to meet cost targets

**Desirable:**

* Ability to lead and develop the firm’s community care and Court of Protection work
* Ability to develop and maintain connections with campaigning and referring organisations relevant to our work
* Computer literacy and a willingness to use and to develop IT skills.
* Experience of working in an ethnically diverse community.
* The ability to speak a community language spoken by our clients.
* An interest in developing innovative litigation.

**How to apply**

Please complete all parts of the application form below and return to us by

**Email:** [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

or

**Post:** Deighton Pierce Glynn, Att. Rebecca Spencer, 8 Union Street, London SE1 1SZ

**Please quote the job reference 2018/03CCSO in the subject line of your email.**

**Closing date:** 8 a.m. on 12th February 2018.

Applications received after this time cannot be considered.

**APPLICATION FORM**

**PLEASE RETURN BY 8 a.m. on 12th February 2018 to** DPG Recruitment - [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

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| --- | --- | --- | --- |
| **Position applied for:** |  | **Job Ref:** |  |

**Employment or volunteering history – in date order most recent first. Please mark Salary box with a “V” for any work that was voluntary/unpaid.**

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| --- | --- | --- | --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Average Hours worked per week** | **Salary** | **Reason for leaving** |
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**Education/training – please put which school / college / other institution you attended**

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| **Secondary education:** | | **Qualifications & grade:** |
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| **Higher education:** | **Date completed:** | **Qualifications & grade:** |
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| **Vocational Training:** | **Date completed:** | **Qualifications & grade:** |
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| **Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):** | | |
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| **Are you undertaking any course of study at present? (if so, please give details)** | | |
|  | | |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | | |
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**It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.**

**WHY YOU FULFIL THE CRITERIA**

**Please answer each section with no more than 100 words.**

**Please say why you think you satisfy each of the criteria below in turn, giving examples where possible. Any experience to which you refer may have been gained in paid employment, voluntary or campaigning work, life experience and/or special interests relevant to the post.**

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| * Excellence in community care casework |
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| * Experience of Court of Protection work to 2018 Civil Contract Supervisor standard |
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| * Proven ability to work in and contribute to the team |
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| * An ability to deal sympathetically and effectively with the widest variety of disadvantaged clients |
|  |
| * Fulfil criteria to be a LAA Community Care Supervisor on commencement of post |
|  |
| * The skill and knowledge to manage cases and maintain files efficiently with little supervision and to high standards, and experience of conducting litigation from start to finish |
|  |
| * Knowledge of the Legal Aid scheme and CCMS |
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| * Commitment to equal opportunities |
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| * Proven ability to meet cost targets |
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**STATEMENT IN SUPPORT OF APPLICATION**

Please say in no more than 500 words why you are applying for this post and if you have experience in any of the desirable criteria

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*BELOW HERE TO BE DETACTED PRIOR TO SHORTLISTING.*

**Equal Opportunities Monitoring Form**

Please complete the form online by clicking here: <https://goo.gl/forms/4Z7W6NYXMNmAFkpk2>

Once you have completed the form you will be given a confirmation code. Please enter your confirmation code here:

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. One has to be your current or most recent employer. References for shortlisted candidates will be taken up before interviews unless you request otherwise.

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| **1. Name:** | **2. Name:** |
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| **Address:** | **Address:** |
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| **Telephone number:** | **Telephone number:** |
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| **Email:** | **Email:** |
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| **Occupation:** | **Occupation:** |
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| **Time known:** | **Time known:** |
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| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **Other details** | |
| What is the notice required in your present post? |  |
| Is your present post your sole regular employment? |  |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |  |
| Where did you see the advertisement for the post? |  |

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| **Disabilities** | |
| **Do you require any special arrangements to be made for your interview on account of a disability?** Please note that this information will not be shared with staff involved in the shortlisting process! | Yes/No |
| If "yes", please give brief details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | |
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| **Convictions**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared. | Yes/No |
| If "yes", please give details: | |
|  | |
| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to Deighton Pierce Glynn Solicitors processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **I can confirm that I have completed the Equal Opportunity Form online and have provided the confirmation code on this form.**  **Signature (or type your name here):**  **Date:**  Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment. | |