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**WHO WE ARE**

We are a legal aid firm based in London and Bristol, specialising in civil liberties & human rights litigation, holding the state and those with power to account for their actions and inactions. We aim to empower our clients, taking cases that we think matter, and which make a difference either to groups or individuals. We have a friendly team of staff each of whom are committed to the work we do and to making the firm a great place to work.

Our values are:

•**Respect**

•**Fairness and openness**

•**Integrity and honesty**

•**Promoting equal opportunity and empowering each other to fulfil their potential**

We are also committing to become an anti-racist firm.

We run the firm in two complementary departments with a slightly different focus but on occasions working on the same issues.

The AAP department work includes actions against the police/Home Office/MOJ, discrimination, inquests, and other civil litigation including public law remedies against the state. Our clients’ complaints are about the police, prison service, immigration detention and other parts of the criminal justice system. Their complaints include discrimination, bereavement, assaults, false imprisonment, unlawful detention and prosecution, and breaches of the Human Rights Act as well as failures to investigate and prosecute crime.

The Public Law and Civil Actions departments work includes work around Migrants Rights, trafficking, public law challenges of unlawful government policies and work with campaigning groups around unlawful decisions made by public bodies.

Both departments have expertise in public inquiry work.

Most of our clients come to us by referral. Clients are referred by, for example, community groups and activists, journalists, advice agencies and other lawyers and former clients. Our clients are mainly publicly funded.

**HOW THE AAP TEAM WORKS**

Our AAP team currently consists of four partners, one consultant and nine solicitors. The lawyers tend to have developed areas of expertise such as discrimination, immigration detention or deaths in custody which is something we encourage.

The lawyers have their own caseloads. Junior lawyers also assist senior lawyers on their cases.

All our casework is supervised internally at regular intervals. The types of cases you would work on would depend upon the needs of the firm as well as your experience and interests.

The team has weekly meetings at which issues arising out of our cases are discussed. Team members also take part in external meetings and events relevant to our work and are expected to attend such events in the evening as necessary. We consider discussion necessary to maintain the very high standard of representation that we provide.

We are committed to making DPG the best place to work it can be and aim to retain our staff. This is a central value for us. We want to employ the best people we can, and therefore 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. Likewise, we are keen to encourage applications from disabled people, including using positive action measures provided for under the Equality Act 2010. If you think you may need reasonable adjustments and would like to discuss this before applying, you can speak confidentially to Sasha Rozansky, a partner here who is not involved in this recruitment process; you can contact her directly at srozansky@dpglaw.co.uk. We will also guarantee an interview to any disabled candidate who meets the essential criteria – please complete the relevant section of the diversity questionnaire when applying.

**THE POST: Actions against the police Solicitor in London Job Reference: 2024/02/LONSOL AAP**

This vacancy is for a qualified solicitor with 1-3 years post qualification experience to assist on an existing caseload. We operate a flexible working policy and applications to work part-time will be considered. Salary & terms and conditions will depend upon the level of your expertise.

**Job Role:**

to conduct litigation casework within the specified areas of legal practice and provide casework support for others when required

- to comply with agreed office procedures as described in the Office Manual

- to conduct casework in compliance with the LAA and within the terms of any contract with the LAA for the provision of legal services

- to undertake advocacy when appropriate

- to ensure that casework is profitable

- to achieve fee-earning targets and bill promptly

- to report to the partners’ meeting any formal complaint or issue of negligence or alleged negligence in the conduct of casework

- to work successfully with high standards of client care, enthusiastically, imaginatively, efficiently, accurately, tenaciously, conscientiously, profitably and with attention to detail as part of our team;

- to identify and act on opportunities to expand and develop the firm’s casework

- to take steps to promote the firms work as appropriate including attending external meetings

- to instruct and manage the work of counsel, experts and agents within the firm’s written procedures.

- to keep the firm’s diaries and other central records up to date.

- to record time spent on casework

*(b) Administration*

- to attend staff meetings

- to assist or supervising other staff members on cases, and taking part in the non-case based work of the firm, as appropriate; to deal appropriately with the money of the firm, its clients and the Legal Aid Fund.

- to maintain proper accounting records

**3. To Whom Responsible**

In relation to all casework and administrative matters, the Partners. In relation to all employment matters, the Staff Partner in the first instance.

**Person specification**

**Essential:**

* A commitment to aims and values of the firm.
* Experience of running a caseload consisting of inquests and private law claims against the police/MOJ/Home Office
* A demonstrable commitment to civil liberties, anti-racism, equality and social justice, through work history, campaigning, or lived experience
* History of meeting fee and time targets
* Ability to meet the person specification

**Advantageous but not essential:**

* Public law experience
* Connections with campaigning and/or other referring organisations relevant to our work
* Familiarity with and ability to use social media to promote clients’ interests where appropriate

**How to apply**

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

**Email:** recruitment@dpglaw.co.uk

**Please quote the job reference 2024/02/LONSOL AAP in the subject line of your email.**

**Closing date:** **9am on Monday 15th April 2024**.

Applications received after this time cannot be considered.

**Interviews:** Suitable candidates will be invited to attend a skills test and interviews the week of 22nd April 2024.

**APPLICATION FORM**

**PLEASE RETURN BY 9am on 15th April 2024 to** DPG Recruitment - [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

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| --- | --- | --- | --- |
| **Position applied for:** | AAP Solicitor | **Job Ref:** | 2024/02/LONSOL AAP |

**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.)** | | |
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| **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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| * A commitment to the aims and values of the firm |
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| * Experience of running a caseload consisting of inquests and private law claims against the police/MOJ/Home Office |
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| * A demonstrable commitment to civil liberties, anti-racism, equality and social justice, through work history, campaigning, or lived experience |
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| * History of meeting fee and time targets |
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| * Ability to meet the person specification |
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| * Please state if you fulfil any of the advantageous but not essential criteria |
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**STATEMENT IN SUPPORT OF APPLICATION**

What are your values? Can you explain these to us and explain why these values are important to you? Maximum of 400 words.

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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://forms.gle/jkwWu49HAjpzgF9S7>

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

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | | |
| **Forenames:** |  | | |
| **Current address:** |  | | |
| **Telephone number:** |  | | |
| **Email:** |  | | |
| **Other details** | | | |
| What is the notice required in your present post? | |  | |
| Is your present post your sole regular employment? | |  | |
| Do you have the right to work in the UK? | |  | |
| Where did you see the advertisement for the post? | |  | |
| **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: | | | |
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**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:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 2018. 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.

**Signature (or type your name here):**

**Date:**