



Candidate Information

Legal Executive

LE-04-25

April 2025



Thank you for your interest in joining the Law Centre. Law Centre NI is seeking a Legal Executive to be part of our dynamic legal team.

If you want a deeply rewarding job with the opportunity to use your experience and skills to transform people's lives and bring about real change, we'd love to hear from you.

About Law Centre NI

Law Centre NI (LCNI) is an award-winning organisation and for 47 years, LCNI has used the law to drive change in Northern Ireland. We are constantly innovating, working in all communities, using the law to transform people's lives.

We are fiercely independent and unrelenting in our pursuit of justice. With a strong track record of strategic litigation and policy advocacy, we make change through a unique blend of legal, training, education, community engagement and policy advocacy work.

The Law Centre's legal work is organised across three teams.

- ❖ The **Migration Justice & Refugee Project** works with asylum seekers, refugees and victims and survivors of trafficking and domestic abuse, upholding their legal rights and campaigning for a fairer and more humane immigration system. We lead the *Refugee and Asylum Forum*, a network of organisations with direct experience of providing support and services to asylum seekers and refugees. Our policy advocacy and influencing work draws heavily on our community engagement and our legal expertise, so decision makers know and understand the impact of how law and policy is working on the ground.
- ❖ The **Anti-Poverty (Social Security Rights) Project** works to address poverty in NI by ensuring the social security system delivers an effective safety net for people when they need it. Our impact litigation in the public interest has been at the cutting edge of changes to law and policy, making life better for many people and not just in NI. We convene the *Cliff Edge Coalition* to advocate for the retention and strengthening of the NI Executive's 'welfare reform mitigations' that are an essential bulwark against some of the harshest elements of social security change. We deliver extensive legal information resources and training to advisers on all aspects of social security law and our *Social Security Law & Practice Conference* keeps advisers up to speed on law and policy changes.
- ❖ The **Employment Rights Project provides** advice and assistance to workers to challenge unfair working practices and uphold their employment law rights. Our team produces regular public legal education resources to empower people to

understand their legal rights. We also provide advice and training on employment law to the community advice sector in Northern Ireland.

Across all our legal services, we provide free, independent legal advice, casework and representation before the tribunals and courts. As a referral legal organisation for the community and voluntary sector, we use our legal expertise to support other organisations and groups to resolve issues facing people in need. Through extensive training and information resources, we continuously build capacity across the community and voluntary sector in Northern Ireland and our public legal education work helps to ensure that everyone understands their legal rights.

Law Centre NI's work is supported by both government funding and a range of philanthropic foundations. Our work is Lexcel-accredited and regulated by the IAA. As a charity, the Law Centre is registered with the Charity Commission NI and is governed by a Board, all of whom give their time and expertise freely in support of our mission.

At the Law Centre, you will see the difference law can make in transforming people's lives. You will be part of making change happen, not just for individuals, but at a wider policy level. We promise you a deeply rewarding job and opportunities for continuous learning.

If you have the ambition to be a part of a dedicated and creative team that makes change happen, using your legal skills and experience to build a better future, please consider an application. For more information and details of how to apply, please visit <https://www.lawcentreni.org/careers>

The Role

As a legal executive, you will work alongside a team of experienced, passionate, legal professionals across all three areas of our work; social security, employment and immigration. This will give you the opportunity to develop your knowledge in these areas of law, while also gaining valuable skills that will support you in developing a career within the legal profession.

You will operate a busy advice line from 9.30am – 1pm each day, where you will be the first point of contact for people seeking advice. You will obtain the necessary information from the client to effectively triage, brief the appropriate team or signpost as required. You will also provide assistance to the legal team with casework, which may involve attending meetings and corresponding with clients, preparing discovery and trial bundles, contributing to legal research and shadowing the legal team.

Benefits

Benefits are:

- 35 hour working week
- Opportunity to develop and deepen legal knowledge and expertise through excellent professional learning and support;
- Access to career enhancing training opportunities;
- Generous holiday entitlement: 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days;
- Employee Assistance Programme;
- Health & Wellbeing Initiatives;
- Excellent development opportunities;
- Being part of making change happen;
- Accessible city centre location;
- 5% employer pension contribution.

General Candidate Information

This post may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on LCNI terms.

This post is based at State Buildings, 2 Arthur Place, Belfast, BT1 4HG

Holiday entitlement is 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days. The leave year runs from April – March. The successful candidate will be subject to a probationary period of six months which may be extended in accordance with LCNI policy.

As this post may involve working with children and/or vulnerable adults, this post will be offered subject to Access NI vetting.

If you would like to have an informal chat to find out more about LCNI or these posts, please email us at humanresources@lawcentreni.org and we'll give you a call.

Application Process

- Closing date for receipt of applications: Monday 19th May 2025 at 12:00 noon
- Interviews will be held on Tuesday 27th May

Please note the following important information about the application process:

- Please complete the application form **in full**. You should ensure that you give examples that **demonstrate** how you satisfy the relevant criteria, including relevant dates.
- Please ensure you remain within the word limit specified. Any excess will be disregarded by the panel.
- Please return your application form as a Word document by email to the email address specified in the application form.
- Please return a completed monitoring form as directed.
- Applications received after the closing date will not be considered.
- In the event of a large number of applications, the desirable criteria will also be used for shortlisting.

In the event that a candidate is invited to interview and is unavailable on the proposed date and time due to reasons beyond their control, the panel may try to accommodate an alternative arrangement subject to their own availability, although this is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

Any offer of employment is subject to Access NI check, satisfactory references and satisfactory completion of pre-employment checklist.



Job Description

Job Title:	Legal Executive (LE-04-25)
Job Purpose:	To support and assist LCNI'S legal team in the delivery of a high quality telephone advice service and the provision of casework and legal representation
Location:	LCNI, 3 rd Floor, State Building, 2 Arthur Place, Belfast BT1 4HG
Salary:	£23,765 + 5% employer pension contribution
Post:	35 hours per week
Contact with:	Clients and public Legal professionals Legal Aid Management System (LAMS) Referral agencies, statutory and voluntary organisations Northern Ireland Courts & Tribunal Service Law Centre staff, volunteers, members, students

DUTIES

1. Support the advice, casework and representation work of the legal team as determined by business need;
2. To be the first point of contact for our legal advice line, providing high quality effective call triaging, and signposting as required;
3. Assist Legal Officers with advice and casework preparation including by communicating with clients and supporting client appointments, gathering information and conducting legal research, handling medical evidence, liaising with relevant stakeholders;
4. Assist Legal Officers with representation including by preparing appeal bundles, processing legal aid applications using LAMS, monitoring case progression and assisting with online court/tribunal processes;

5. Keep records to an appropriate standard for management and monitoring purposes ensuring compliance with funding and professional standards;
6. Contribute to and/or provide administrative support to other areas of LCNI work including community outreach, public information materials, policy, research, training, etc.
7. Act as ambassador for the Law Centre NI, upholding its public image and acting to delivering its vision and mission;
8. Be available to work outside standard business hours occasionally to meet the demands of the role;
9. Undertake administrative duties in the performance of the above.
10. Undertake such other duties as may be required from time to time.

April 2025

*Note: this Job Description will be subject to review from time to time in line with the changing needs of the organisation.

Person Specification

Essential

Desirable

Qualifications, knowledge & experience	<p>*E1 Minimum 3rd level qualification</p> <p>*E2 At least 1 year's experience working in a public facing and/ or call handling role</p> <p>*E3 Demonstrate a keen interest in the work of LCNI and willingness to learn and develop knowledge in Social Security, Employment and/ or Immigration Law</p>	<p>D1 Law based degree with material knowledge of social security, employment and/or immigration</p> <p>D2 Experience of providing legal research and paralegal support to legal professionals</p> <p>D3 Experience of the legal aid system</p>
Abilities & skills	<p>*E4 Skilled and confident in call handling in a demanding and fast-paced public-facing environment</p> <p>E5 Excellent oral and written communication skills</p> <p>E6 Administratively well organised with ability to prioritise effectively</p> <p>E7 Excellent interpersonal skills with ability to work independently as well as in a team</p>	<p>D4 Ability to speak other language(s)</p>
Aptitudes & Commitment	<p>E8 Self-motivated and open to self-reflection and growth</p> <p>E9 Committed to the aims of the Law Centre</p>	
Circumstances	<p>E10 Willingness to travel as required</p> <p>*E11 Available for occasional evening and weekend work in</p>	<p>D5 Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate</p>

	accordance with the requirements of the post	suitable alternative arrangements or in response to disability needs)
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*assessed at sift stage