


Community Care & Public Lawyer

	Role Description	
Job title	Community Care Lawyer	
Reporting to	Head of Civil Litigation	
Organisation purpose	<p>Just for Kids Law exists to work with and for children and young people to hold those with power to account and fight for wider reform.</p> <p>We do this by providing legal representation and advice, and through strategic litigation, policy influencing and campaigning.</p>	
Context	<p>The Legal Team is a small busy and responsive team comprised of lawyers working in the fields of Youth Justice (Crime), Community Care and Public Law.</p> <p>In 2024 the Legal Team dealt with 306 matters. We work with our Policy & Campaigns Team to bring attention to the experiences and voices of the young people we support.</p>	
Role purpose	Working with the Head of Civil Litigation you will assist in the delivery of JFKL's public and community care law legal aid contracts by maintaining and managing a caseload of community care and public law cases. You will also assist with furthering the strategic aims of Just for Kids by ensuring that some of the cases form part of our wider campaign work through strategic litigation.	
Key accountabilities	Key Activities/Tasks	
Casework & Litigation	<ul style="list-style-type: none"> • Providing high quality advice and representation for individual clients with a high degree of professionalism, and conducting work in such a way as to meet relevant external standards (e.g. Specialist Quality Mark, SRA, BSB and OISC etc.) • Running and maintaining own caseload of community care and public law cases under supervision. • Meeting a team financial target. • Maintaining a culture of client care in terms of service delivery • Maintaining a caseload of a reasonable size in order to meet team financial targets • Ensuring that all time recording is entered onto the JFKL Case Management System to enable accurate reporting and maximize income 	

	<ul style="list-style-type: none"> • Undertaking billing in a timely and appropriate way to ensure regular cash flow to JFKL • Providing authoritative legal advice to clients (including one-off advice), practitioners and organisations on community care and public law issues including public speaking and contributing to publications • Providing training internally and to external organisations
Cross-organisational team working	<ul style="list-style-type: none"> • Acting as an active member of JFKL legal team, attending meetings and representing the civil litigation team as and when required • Contributing to cross organisational communications, campaign and other projects • Providing one off legal advice where appropriate • Advising other staff within the wider JFKL team on issues relating to their clients where these have a community care component. • Work closely with the Policy and Campaigning Team to report trends arising from your work and contribute ideas. This may involve contributing to the preparation of written responses on issues that arise through casework and representing JFKL at external meetings.
General responsibilities	<ul style="list-style-type: none"> • Working with the SLT in the preparation of funding applications and outcome reports • Proactively generating new clients • Attending and participating in internal, external meetings as required including meetings outside of normal working hours where necessary • Being a positive, cooperative, and constructive team member, upholding the values of JFKL • Complying with JFKL's monitoring and recording requirements both internally for SLT/Board and externally for Funders, Stakeholders and the Legal Aid Agency • Ensuring compliance with the Solicitors Regulation Authority, BSB and OISC requirements where appropriate. • Maintaining a Personal Competence record of all objectives in terms of training and development needs and any courses or training undertaken to evidence compliance • Representing and promoting the organisation's work positively • Carrying out all work with due regard to JFKL's policies and procedures • Promoting Equality and Diversity principles in all aspects of work
Other duties	You will be expected to carry out any other duties which fall reasonably within this role.
Updating this role description This is a description of the job as it is presently constituted. It is the practice of Just for Kids Law to periodically review role descriptions and to update them. This process will be conducted in	

consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.

	Person Specification	
	Essential (must have in order to carry out the work)	Desirable (not essential but preferable)
Knowledge <ul style="list-style-type: none"> • Knowledge of the law and policy as it relates to community care and public law with regards to children and young people. • Detailed knowledge of the duties of the local authority in supporting children and young people in need and in care or leaving care. • Detailed knowledge of the community care needs and entitlements of children and young people in the justice system. • Knowledge of the Human Rights Act, and the UNCRC, and how they can be used to put forward Children Rights' arguments in court. • Knowledge of the CPR and Judicial Review procedures. • Knowledge of legal aid requirements, public funding applications and billing files • Understanding of the principles and practice of representing young people. 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p>
Experience <ul style="list-style-type: none"> • 2 years post qualification legal experience • Experience of direct client work, providing advice and conducting litigation • Experience of influencing public policy • Experience of training professionals • Experience of meeting case management standards • Understanding of different costs regimes and maximising of costs • Experience of using a case management system and working paper less 	<p>x</p> <p>x</p> <p>x</p> <p>x</p>	<p>x</p> <p>x</p> <p>x</p>
Qualifications and training <ul style="list-style-type: none"> • Degree in law or other Degree and relevant conversion equivalent • Legal Practice Course or Bar Vocational Course • Practicing solicitor or barrister 	<p>x</p> <p>x</p> <p>x</p>	

Skills and abilities <ul style="list-style-type: none"> • Excellent writing and communication skills. • Ability to build rapport and trust with children and young people. • Ability to deal with confidential and sensitive issues discreetly. • Ability to work flexibly and manage a range of tasks whilst meeting competing deadlines. • Ability to use own initiative and take responsibility to get things done. • Ability to work effectively as part of a small team 	x x x x x x	
Qualities <ul style="list-style-type: none"> • Respect for children and young people and a champion for their rights. • A commitment to children and young people's participation and youth engagement. • Energetic, self-motivated and organised individual demonstrating interest in and commitment to the organisation's objectives. • Enthusiastic about working for this young and ambitious organisation. • Enjoy working with young people from diverse backgrounds. 	x x x x	
Other requirements A willingness to work occasional evenings and weekends.	x	

Jan 2025