

Family Law Solicitor

Job pack

Thanks for your interest in working at North Yorkshire Citizens Advice & Law Centre. This job pack should give you everything you need to know to apply for this role and what it means to work for us.

In this pack you'll find:

- An overview of North Yorkshire Citizens Advice & Law Centre
- An overview of the role
- The job description
- The person specification
- What we give our staff

Want to chat about this role?

If you want to chat about the role further, you can contact Laura Holland by emailing laura.h@northyorksica.org.uk or calling 01653 695542



Overview of North Yorkshire Citizens Advice & Law Centre

We provide free, confidential and impartial information and advice on a range of issues including money, benefits, housing and employment, and campaign on big issues affecting people's lives. Our goal is to help everyone find a way forward, whatever problem they face.

We're an independent charity and part of the Citizens Advice and Law Centre networks across England and Wales. Our main offices are located in the heart of our communities in Harrogate, Malton, Northallerton, Richmond, Scarborough, Selby, Skipton and Whitby. We also have a number of outreach locations that we deliver advice from across North Yorkshire and #WeComeToYou in our Advice Bus and Advice Van.

Often, people are in crisis by the time they reach out to us, unable to see a way out of the situation they find themselves in. We provide one to one advice to tackle their immediate problem and address any underlying and overlapping issues through specialist one to one advice provided by experienced and qualified advisers and highly skilled volunteers.

We give advice face to face, over the phone, and via web chat and email. We help around 25,000 people a year on all types of issues. Our Law Centre provides specialist legal advice on housing, immigration, employment and family matters.

As an independent charity, we raise all our own money, and each of our offices has its own identity within the local community.



The role

This role involves working with our existing Family Law specialist to provide vital legal advice and representation on a range of family law matters including separation, domestic abuse and child arrangements. You will play a key role in delivering timely, accurate, and client-focused casework, ensuring access to justice for individuals across York and North Yorkshire. By collaborating with the wider Law Centre team and external agencies, you will help deliver essential support and make a meaningful impact in the community.



Job description

Specialist legal advice and casework

- Manage a caseload of clients, ensuring timely and accurate casework in line with the organisation's policies and role/funder targets
- Provide expert legal advice and representation on family law matters
- Preparing for and representing clients in tribunals and in courts where required
- Offer advice via telephone, face-to-face and email, as appropriate for each client
- Identify potential eligibility for Legal Aid where relevant
- Signpost, liaise and work with with external organisations where appropriate, such as; Social Services, IDAS and Cafcass
- General administration relating to client cases, with support from the Law Centre administration team

Client relations

- Deliver compassionate and client-centred support, gaining clients' confidence and that of other professionals
- Research relevant case history to ensure accuracy of advice and the most

appropriate response to legal advice requests

- Build and maintain strong relationships with clients, ensuring open and effective communication throughout their legal journey
- Provide clear guidance on legal options and processes, empowering clients to make informed decisions
- Draw up contracts, agreements and other legal documents as necessary

Professional standards

- Maintain compliance with all regulatory and professional standards applicable to the practice of family law in England/Wales
- Keep detailed and accurate records of all casework and advice provided
- Safeguard client confidentiality and adhere to ethical legal practice standards

Personal development

- Stay updated on developments in family law through training, research, and professional networks
- Actively participate in team meetings, sharing insights and best practices to improve service delivery
- Pursue relevant continuing professional development (CPD) opportunities to enhance skills and maintain accreditation



Person specification

1. Qualified solicitor with a current practising certificate
2. Proven experience in managing a caseload and providing legal advice and representation on family law matters, including tribunal and court representation
3. Panel membership in line with the LAA Supervisor Standard

4. Ability to meet the Legal Aid Agency's (LAA) standards for legal aid provision and eligibility assessments
5. Based within a reasonable distance of one of our North Yorkshire offices and able and willing to work within the office for a minimum of 2 days per week
6. Strong skills in maintaining timely and accurate case notes, adhering to organisational policies, funder targets, and legal requirements
7. Proven ability to deliver empathetic, client-focused support, building trust and maintaining effective communication with clients from diverse backgrounds
8. Familiarity with external agencies and experience in collaborating with external organisations
9. Excellent verbal and written communication skills, with the ability to explain complex legal information clearly to clients and other stakeholders
10. Commitment to safeguarding client confidentiality, maintaining ethical practice, and adhering to professional standards in legal work
11. Demonstrated commitment to professional growth through CPD activities and staying updated on changes in family law
12. Experience using legal case management systems and software to streamline casework and administration



What we give our staff

- Workplace pension scheme
- Healthy work/life balance with a 37 hour working week and flexible approach to working arrangements

- Generous annual leave of 5.6 weeks holiday and an additional 4 days at Christmas plus all public bank holidays
- Commitment to health and wellbeing – access to employee assistance programme, discounts on shopping and dining, lifestyle and entertainment
- Work related travel above mileage to designated office paid at 45p per mile
- Commitment to ongoing development – regular training workshops and personal development opportunities

In accordance with Citizens Advice national policy we may need the successful candidate to be screened by the DBS. However, a criminal record will not necessarily exclude you from being able to take up the job.

We are a disability confident employer and welcome candidates who will be using access to work.