

**ETHNIC MINORITIES LAW CENTRE**  
**41 ST VINCENT PLACE**  
**GLASGOW**  
**G1 2ER**  
**TEL:0141 204 2888**

**POST OF TRAINEE SOLICITOR**  
**35 HOURS PER WEEK**  
**£15,965 PA**

**INFORMATION PACK FOR APPLICANTS**

1. Job description
2. Application form.
3. Person Specification
4. Equal Opportunities Policy (Summary)

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# **ETHNIC MINORITIES LAW CENTRE**

## **TRAINEE SOLICITOR**

### **JOB DESCRIPTION**

**POST:** TRAINEE SOLICITOR, 35hrs p/w  
**GRADE:** £15,965 Per annum  
**RESPONSIBLE TO:** PRINCIPAL SOLICITOR

### **MAIN DUTIES AND RESPONSIBILITIES**

To be trained to provide legal services in accordance with the general remit of the Ethnic Minorities Law Centre, and in particular to develop specialist legal knowledge in the areas of immigration, asylum and discrimination. To raise awareness of individual legal rights in these fields through publicity materials, networking and providing information sessions to community organisations.

The trainee solicitor is an employee of the Ethnic Minorities Law Centre. However, when carrying out professional duties and professional services, the trainee solicitor is employed to do so for the legal firm which is in the name of the Principal Solicitor. The trainee solicitor will in so far as said duties are concerned, be subject solely to the Principal Solicitor's control and direction in these matters.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. To be trained to receive clients, obtain instructions, give advice, take appropriate action, including negotiating and settling, and, if necessary, instituting and conducting Court or Tribunal proceedings and representation at all stages of appeal commensurate with experience.
2. To be trained to advise, assist and co-operate with community groups and local organisations in relation to legal problems and issues affecting their members or clients and generally to liaise with such organisations, including outreach work in the above areas.
3. To be trained to organise information and advice sessions for community groups, statutory bodies and the legal profession.
4. To prepare or assist in the preparation of reports, articles, information leaflets to enable the Law Centre to achieve its objectives.
5. To carry out all professional duties and services in accordance with the requirements of the professional conduct of trainee solicitors as set out by the Law Society of Scotland.
6. To be trained to monitor the provision and quality of the services provided to those clients in the areas specified and to prepare such reports as are required.
7. To work in conjunction with the Principal Solicitor with a view to obtaining continued funding for this project.

## **PERSON SPECIFICATION**

### **POST OF TRAINEE SOLICITOR**

- |  |   |           |
|--|---|-----------|
| 1. Graduate with LLB and Diploma in Law and Legal Practice from Scottish University        | - | Essential |
| 2. Interest in the law as it affects ethnic minorities                                     | - | Essential |
| 3. Ability to communicate sympathetically and effectively with people from all backgrounds | - | Essential |
| 4. Ability to work in a small team and under pressure                                      | - | Essential |
| 5. Willing to travel when required   | - | Essential |
| 6. Basic knowledge of immigration, asylum, employment and discrimination law               | - | Essential |
| 7. Ability to fluently speak and understand Urdu, Hindi and or Punjabi                     | - | Essential |
| 8. Willing to work flexible hours  | - | Desirable |

**ETHNIC MINORITIES LAW CENTRE**

**APPLICATION FOR POST OF TRAINEE SOLICITOR, GLASGOW**

(Please complete this form in BLACK INK, BALL INK or TYPE and return it by the final date given)

**Please do not send any other documents. All relevant details should be entered on this form using continuation sheets, if necessary.**

**1. NAME OF APPLICANT (IN BLOCK LETTERS)**

Surname: \_\_\_\_\_

Other Names: \_\_\_\_\_

**2. ADDRESS: (IN BLOCK LETTERS)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel No: (Home)** \_\_\_\_\_

**Tel No: (Work, if this may be used)** \_\_\_\_\_

**3. SOURCE OF INFORMATION:**

How did you learn of the post you are applying for ?

Press advertisement in

\_\_\_\_\_

Other sources: please specify \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**7. STATEMENT IN SUPPORT OF APPLICATION**

Please give below a statement of why you are applying for this post and the qualifications, skills, experience and personal qualities you have which you believe would suit you for the job you are applying for. Mention also any facts about yourself (e.g. voluntary work, non-academic distinctions) not mentioned elsewhere which you wish to draw to our attention.

PLEASE CONTINUE ON A SEPARATE SHEET WHERE NECESSARY



## **FURTHER PARTICULARS**

### **THE LAW CENTRE**

The Ethnic Minorities Law Centre was established in 1991 to meet the legal needs of the ethnic minority communities in Glasgow in a bi-lingual and culturally sensitive setting, providing specialist legal advice in relation to the following areas of law: Immigration and Nationality; Asylum, Refugee and Human Rights; Employment and Discrimination. This service expanded in 2001 to cover 11 local authority areas outlining Glasgow city, supported by a Community Fund grant and by the relevant local authorities. Two of these authorities, North and South Lanarkshire, joined together in 2005 to fund the Pan-Lanarkshire Project, which employs a Solicitor and Administrative office to provide our service in the Lanarkshire areas and to work in partnership with the Lanarkshire CABx. EMLC has always maintained a volunteering project as part of its commitment to the development of individuals' skills and experience.

In addition, EMLC has secured funding over the past few years to establish a Female Support Project, which provides support and information to female asylum seekers and refugees, and a Youth Discrimination Project, which employs a youth worker and solicitor and provides legal advice to young people suffering from discrimination and raises awareness of rights.

In 2006 we expanded our services with the opening of a branch office in Edinburgh. The Edinburgh office functions as a branch of the Ethnic Minorities Law Centre, extending provision of our services to the Edinburgh area. As part of this project EMLC is working in partnership with the local Citizens Advice Bureaux based on the successful Pan-Lanarkshire model.

More recently, we have obtained funding based on this model to extend our legal services to the Highland Council area, and through funding from the Scottish Legal Aid Board, have now also been able to establish a legal advice and representation service in the Aberdeen City and Aberdeenshire areas to provide free legal advice and representation to BME communities who are facing difficulties as a result of the economic downturn.

Additionally, the Ethnic Minorities Law Centre has recently been awarded 3 years funding from the Big Lottery for our Equalities Capacity Building Programme. The aim of the Equalities Capacity Building Programme is to work with intermediary bodies and frontline agencies to build their capacity to address the unmet legal needs of Black and Minority Ethnic (BME) clients, and to deliver quality, culturally sensitive services. Building on the existing partnership work with Citizens Advice Scotland, the Equalities Capacity Building Programme will be rolled-out across Scotland to increase access to justice for the BME communities across the voluntary and community advice sector, through the provision of a structured programme of support tailored to the individual needs of advice agencies. This will involve a comprehensive training programme in our subject practice areas and in the fields of cultural awareness, legislation, equalities and diversity.

There are currently 19 staff across the Glasgow and Edinburgh offices consisting of the Principal Solicitor, General Manager, legal staff and administrative support staff. The Board of Directors are responsible for deciding EMLC's strategy and objectives and general policy issues.

## **SUMMARY OF EQUAL OPPORTUNITY POLICY**

1. The Ethnic Minorities Law Centre is committed to Equal Opportunities both as a service provider and as an employer
2. It exists to take positive action regarding the unmet legal needs of ethnic minorities, and is committed to ensuring that its service is available to all sections of the ethnic minority communities. To this end it monitors service uptake to ensure this reaches those most in need.
3. The Ethnic Minorities Law Centre is committed to ensuring that equal opportunities (except for any posts exempted under the Sex Discrimination or Race Relations Acts) exist in all aspects of its employment, and that no person is discriminated against by the operation of criteria not relevant to the post concerned.
4. All Board members and all employees are responsible for ensuring the effectiveness of the Equal Opportunities Policy. The Policy will be subject to Review at least every three years to ensure its effectiveness. Training will be made available as appropriate for staff and Board members to enable them to carry out this duty.