



## **Chelmsford Law Clinic Assistant**

The Chelmsford Law Clinic aims to provide free, independent, confidential and impartial legal advice to everyone within the community and surrounding areas of Chelmsford.

We are looking for a volunteer for one full day per week. Ideally Friday from 9am to 4.30pm.

Assist with daily enquiries by email and phone.

Booking clients and liaising with solicitors.

This is an opportunity to volunteer and help people; by volunteering with our Law Clinic team, you can reap many benefits from undertaking this vital role, especially in these trying times. It will be very rewarding in assisting people and gaining satisfaction from helping them.

All work will need to conform to the standards set out by Citizens Advice and detailed case records will need to be maintained at all times. Again, full training will be given to enable our volunteers to undertake this very rewarding role.

Founded as a fortnightly service based in the Civic Centre in Duke Street, it was run by a single volunteer for Family Law.

Chelmsford Law Clinic was launched on 26 January 2018 by Vicky Ford, Chelmsford MP and now offers specialist legal advice in eight areas of law: Clinical Negligence, Employment, Family, Civil Law Matters, Housing, Immigration and Personal Injury Law, delivered by our pro bono solicitors and barristers from our offices in Coval Lane, Chelmsford

As a long-term goal, the Clinic hopes to become a referral hub for a variety of local legal support organisations, enabling the Clinic to

continue. This will ensure that our clients are supported throughout every step of their legal journey.

**Person specification**

Ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively.

**Skills & Qualifications**

Ability to monitor and maintain own standards.

Effective written and oral communication skills.

Understanding of the issues involved in interviewing clients.

Confident user of Microsoft Word, Email and Internet.

Flexibility and willingness to work as part of a team.

Be open minded and non-judgmental