

COMMUNITY CARE AND COURT OF PROTECTION SOLICITOR

The Firm

TV Edwards was established in the East End of London in 1929. Now with offices in Clapham Junction and Whitechapel, the firm enjoys a national reputation for delivering first-class legal services.

Our lawyers are experts in many different fields of law and they are brought together to offer a holistic and tailored service. Many are renowned legal experts - they train the profession and they publish. Together, our teams deliver the legal support and representation that individuals, families and businesses need, in the way in which they need it. We pride ourselves on understanding what each client wants to achieve and then helping them get there as quickly as possible.

Great communication is intrinsic to what we do. We explain things clearly and simply to clients. We discuss options, listen to their views and alleviate their concerns. We do this face-to-face, by telephone, by email and by using video conferencing facilities (including Microsoft Teams).

Our lawyers come from a range of different backgrounds and we are proud that so many can speak more than one language.

We have been recognised for the innovation shown in IT development, leading the field and supporting our teams of lawyers in achieving excellence. We have a strong investment in virtual digital file and case management. Solicitors seeking to join the TVE team will need to be committed to the firm's ethos of working in a paperless environment.

TV Edwards has held the Law Society's Lexcel Practice management accreditation since 2007.

The Department

The Social Welfare Department undertakes housing, community care and public law work.

Our community care team carries out a range of work including challenging Care Act and Children Act assessments. We also carry out Court of Protection welfare cases. We are frequently instructed by the Official Solicitor. We are committed to continuing to cover the full range of community care work, including public law challenges involving disabled adults or children and destitute migrants.

The team is primarily based at our office in Whitechapel, with a smaller team at Clapham Junction. There are currently 2 salaried Partners, 1 Member Partner, 4 Associate Solicitors, 6 Solicitors, 2 Consultant Solicitors, 2 Paralegals, and 2 Trainee Solicitors within the department. Our department is split into teams with a ratio of 1 Paralegal/Trainee Solicitor supporting 2-3 Solicitors. Our reputation for good quality advice and representation has been recognised by Chambers and Partners and the Legal 500.

TV Edwards LLP has a strong commitment to the training of our staff. We deliver regular internal training courses for staff of all levels of experience. We meet as a department regularly to share knowledge, discuss case tactics and update on recent developments. At these meetings all members of the team are able to contribute to decisions in regards to the running of the department.

We have a Career Development Programme that maps out a route to partnership and we encourage staff to participate.

Community Care Solicitor

TV Edwards LLP seeks to appoint a solicitor with at least 3 years of post-qualification experience to help us meet a growing demand for good quality advice and representation in community care and Court of Protection matters. Most of our work is funded by legal aid but we do also fund cases by way of Conditional Fee Agreements and private fees.

We are looking for someone who has experience of community care law work including challenging assessments and care plans, ensuring that local authorities comply with their safeguarding duties, identifying judicial review challenges and potential Court of Protection cases.

Experience of judicial review work and representation in the Court of Protection is essential.

Given that the majority of our work is publicly funded, knowledge of legal aid funding is also required.

You will be working for clients with a range of needs, some of whom are in very vulnerable situations such as facing eviction or a lack of community care services.

Please note, while the post is based in Whitechapel, there may be occasions when you may need to go to our Clapham Junction office depending on a client's requirements.

Description of Role

- Carrying out all allotted casework, promptly and efficiently.

- Case work is allocated on a “first come first served” basis upon distribution by email to the team as a whole, without direct delegation, although always within your capacity and capability.
- Communicating clearly and regularly with clients, complying with 'client care' requirements.
- Keeping up to date with general legal developments, particularly relating to own specialist field(s).
- Ensuring that time spent on all casework is promptly recorded and on conclusion of cases that they are billed and payment is recorded promptly.
- Dealing with all routine correspondence, negotiations and advocacy, where appropriate.
- Analysing legal matters and advising clients of appropriate course of action.
- To ensure, where any part of the work within the department is funded by the Legal Aid Agency that requirements are met.
- Undertaking appropriate administrative tasks in accordance with the Office Manual to help to ensure smooth functioning of department and efficient casework and billing.
- Providing supervision where appropriate and/or reporting to supervisors when supervision required.

Person Specification

Essential characteristics

- At least 3 years' experience of working on a full range of community care and Court of Protection law (as set out above)
- Ability to communicate effectively with the firm's client group
- Excellent oral and telephone skills
- Ability to prioritise and work efficiently under pressure
- Excellent written communications skills
- Problem-solving ability
- Experience of working to targets
- Excellent IT Skills
- Commitment to our client group in connection with maintaining access to justice
- Current Practising Certificate
- Experience of Legal Aid funding and using CCMS
- Experience of private client work

Desirable characteristics

- Knowledge of alternative funding arrangements such as private client work and CFAs
- Advocacy experience
- Accredited Legal Representative in the Court of Protection
- LAA supervisor status (or you meet the criteria to obtain this status)

Terms and conditions

- Hours: 35 per week; 9.30am-5.30pm Monday–Friday (alternative working arrangements including part-time hours will be considered).
- Start date: as soon as possible.
- Salary: £30,000-40,000 in accordance with experience and in line with current pay scales.
- You will be entitled to 25 days' annual leave.
- The successful candidate will be based in our Whitechapel office but may need to carry out some work from our Clapham Junction office.
- The firm offers family friendly policies.
- TV Edwards LLP operates a workplace pension scheme.
- TV Edwards LLP operates a performance-related bonus scheme.

The application process

The firm welcomes applications from all sectors of society and is committed to equality and diversity in all aspects of practice and within this application process. If your experience does not match that set out above in that you have more experience, we would still encourage you to apply.

Applications must be on the firm's application form. **We will not consider any applications which are not on the application form.**

The application form together with completed equality monitoring questionnaire must be returned to Lisa Walton at our Whitechapel office.

Please email a completed application form and equality monitoring questionnaire to lisa.walton@tvedwards.com

The closing date for applications is **9am Monday 6 December 2021**.

Documentary proof of your right to work in the UK will be required as part of the recruitment process.

While we thank you for the interest you have shown in TV Edwards, due to the anticipated response, please be aware that only shortlisted candidates will be contacted.