

Personal criteria – Trainee Solicitor

- a) It is **essential** that candidates must have completed the Legal Practice Course. Applications will **not be considered** unless candidates can demonstrate that they will meet this requirement
- b) Although KCALC will pay for the Professional Skills Course as part of the training contract if required, applicants who have already passed this may be given priority at shortlisting/interviewing stage
- c) Willingness to learn and the ability to complete and pass the Professional Skills course if not already completed
- d) Experience of delivering advice and/or undertaking casework in a legal environment. It is desirable that this experience be in the provision of social welfare law services
- e) Understanding of the not-for-profit legal sector and commitment to the aims and ethos of KCALC
- f) Ability to keep good records and to act for the client in a timely manner
- g) Experience and understanding of the issues involved in interviewing clients on the telephone and face to face. Skills in identifying client issues and taking information/instructions from clients effectively.
- h) Ability to use IT systems and packages, and electronic resources in the provision of advice and the preparation of reports and submissions.
- i) Experience of managing time, against competing priorities and a varied workload with the ability to monitor and maintain service delivery against agreed targets in a busy environment.
- j) A commitment to equality and the skills to engage, communicate and work with a wide range of people from different backgrounds and with a range of abilities

Preference will be given to applicants with experience of delivering housing law advice.