**Position:** Mental Health Fee earner **Salary:** £30 - £35k per annum (pro rata) **Hours:** Full time or part time hours considered

**Office:** Leeds City Centre

| **Characteristics** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | Law Society Mental Health Panel Accreditation  LAA Supervisor Standard in the Category of Mental Health (or working towards meeting the standard) | Law Degree or GDL  Qualified Solicitor or CILEx – 2 years + PQE |
| **Knowledge** | A solid understanding of matters arising out of the Mental Health Act 1983 and relevant legal procedures  SRA Rules and Regulations  Legal Aid Agency contract requirements | Knowledge and application of the Mental Capacity Act 2005  Knowledge and application of the Care Act 2014  SRA Accounts Rules |
| **Skills** | Excellent client care skills  Ability to work under pressure whilst meeting time and financial targets  To be able to work as a team as well as on an individual basis  Ability to manage own caseload  Strong written and verbal communications skills  Attention to detail | Management and supervisory skills |
| **Experience** | 3 years’ experience in the Mental Health category of work  Tribunal advocacy experience  Legal Aid Agency funding  Experience of acting for clients from all backgrounds, including extremely vulnerable clients | Legal Aid Agency contract supervision  Use of computerised systems such as case management systems |
| **Other Attributes** | Ability to travel to various locations when required (office or client related)  Ability to work effectively from home when required  A demonstrable commitment to access to justice and our practice areas | Full UK Driving Licence preferable |