**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 AccreditationLAA Supervisor Standard in the Category of Mental Health (or working towards meeting the standard) | Law Degree or GDLQualified Solicitor or CILEx – 2 years + PQE |
| **Knowledge** | A solid understanding of matters arising out of the Mental Health Act 1983 and relevant legal proceduresSRA Rules and RegulationsLegal Aid Agency contract requirements | Knowledge and application of the Mental Capacity Act 2005Knowledge and application of the Care Act 2014SRA Accounts Rules |
| **Skills** | Excellent client care skillsAbility to work under pressure whilst meeting time and financial targetsTo be able to work as a team as well as on an individual basisAbility to manage own caseloadStrong written and verbal communications skillsAttention to detail | Management and supervisory skills |
| **Experience** | 3 years’ experience in the Mental Health category of workTribunal advocacy experienceLegal Aid Agency fundingExperience of acting for clients from all backgrounds, including extremely vulnerable clients | Legal Aid Agency contract supervisionUse 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 requiredA demonstrable commitment to access to justice and our practice areas | Full UK Driving Licence preferable |