

# advocate



## Advocate Summer Intern Specification

Advocate looks for a number of skills and qualities in our volunteers. You should set out in your application any experience or achievement that demonstrates any of the following attributes.

**Key: 'E': Essential**  
**'D': Desirable**

### KNOWLEDGE AND EXPERIENCE

1. IT literate and well versed with Microsoft Office, Windows and ideally Salesforce. It would assist if you have experience of database inputting. Voluntary sector and office experience is preferred but not essential.
2. Knowledge of legal system in England and Wales **D**
3. Experience of voluntary sector **D**

### SKILLS AND ABILITIES

4. Excellent interpersonal skills **E**
5. Ability to communicate with a wide range of people and to liaise with other organisations **E**
6. Ability to draft case summaries and reports **E**
7. Ability to summarise legal problems into plain English and identifying key issues. **E**
8. Ability to prioritise effectively and meet deadlines **E**
9. Ability to work on own initiative **E**
10. Ability to work in a busy environment with competing demands **E**
11. Good computer skills, including Microsoft Word, Microsoft Excel, internet and email **E**
12. Ability to maintain existing computer-based and manual systems **E**

### PERSONAL QUALITIES

13. Commitment to pro bono legal services and promoting access to justice **E**
14. Commitment to aims and principles of equal opportunities in policy and practice **E**
15. Ability to work as part of a small team **E**
16. Attention to detail **E**
17. Flexibility and willingness to learn new skills **E**
18. Professional, reliable and responsible **E**