

advocate



Advocate Summer Internship Programme July – September 2021

Advocate is seeking to recruit an Intern to work four days a week over a period of ten weeks from w/c 26th July to w/c 27th September as part of a paid, remote summer internship programme.

The role

In this role, the intern will gain exposure to the practical working of the Courts and the needs of litigants in person. The Intern will learn a great deal about the real workings of the Bar as a profession and will come into contact with a wide range of areas of law.

The intern will predominantly assist and support the Casework Team, helping the team from the initial request for assistance, to the point of allocating cases to a barrister.

Some tasks will include:

- Drafting case summaries using the case papers provided by individuals who need legal assistance; these case summaries are then used by experienced barristers when reviewing the file
- Corresponding with our applicants via email to request further Court documents and signpost, where appropriate
- Preparing court standard bundles
- Other ad hoc tasks

Interns will also have the opportunity to engage with all aspects of Advocate's operations to inform their understanding of the functioning of a charity, including working with our communications and fundraising teams.

Interns will be invited to meet with Advocate's Trustees and CEO and attend seminars and panel discussions with current practitioners.

Eligibility

Applications to the Internship Programme will be limited to individuals who could not otherwise financially afford to work with Advocate.

Internship applicants must:

- Have been educated in a state funded, non-fee-paying school at all levels.
- Be a current law student at a university within the UK or, have graduated from their most recent degree within two years, having previously completed a law undergraduate degree or the GDL.

We are also looking for individuals who:

- Have no family connections to the legal profession.
- Are first generation university students.
- Were in receipt of Free School Meals at secondary school.
- Have attended schools with a low rate of progression to higher education.
- Do not live in London.

A successful candidate will meet the majority of the eligibility criteria above. Applicants are not however required to satisfy all of the above.

Salary

The intern will be paid the London Living Wage and will be entitled to annual leave during the 10-week period.

Recruitment

- 1) The deadline for applications is midnight on Sunday 27th June. Applications submitted after this date will not be considered.
- 2) Application is by way of an application form; CVs and covering letters will not be accepted.
- 3) Applicants should also complete our online Equal Opportunities form.
- 4) Both forms can be found on Advocate's website and should be emailed to volunteercoordinator@weareadvocate.org.uk by midnight on Sunday 27th June.
- 5) Interviews for successful applicants will take place online in the week commencing 12th July.
- 6) If successful, you will be required to attend a remote training session on Friday 23rd July. **We would expect prospective volunteers to keep this date free.**
- 7) As a small charity with limited staff and resources, we are not able to provide feedback on applications.