

advocate



CASEWORK VOLUNTEER OPPORTUNITY 5th February 2021 – 28th May 2021

Information sheet

Who we are

Advocate is the Bar's national charity which helps to find pro bono legal assistance from volunteer barristers. We can assist with:

- Advice, drafting, representation and help at mediation.
- Cases in all legal areas.
- Cases where proceedings have not yet been started.
- Cases in all tribunals and courts in England and Wales

Pro bono assistance is only available to those who cannot afford to pay and who cannot obtain public funding (legal aid). We are a small staff dealing with over 2,000 cases each year and rely a great deal on casework volunteers. You will be supervised by a caseworker but carry out a lot of work independently.

Casework volunteer

This is a fantastic opportunity to help a small charity that works closely with the Bar. It will give you exposure to the practical working of the courts and the needs of litigants in person. You will learn a great deal about the real workings of the Bar as a profession and come into contact with a wide range of areas of law.

You will assist and support the casework team from the initial request for assistance, to the point of allocating cases to a barrister. Some of the tasks 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.
- Preparing electronic court-standard bundles.
- Completing case reports on the case management system.
- Allocating cases to volunteer barristers across England & Wales.
- Other ad hoc administrative tasks.

What we are looking for

We are looking for dedicated and enthusiastic individuals to volunteer remotely for one day a week over a four month period. Advocate can offer a degree of flexibility around other work experience or commitments.

You will have an interest in law and be motivated to help those who cannot afford legal assistance. As a key part of our team you will possess strong inter-personal skills and be ready to adapt to the changing need of the casework team. You must have completed at least one year of law-related study/work and ideally have some experience in the voluntary sector. Office experience is preferred but not essential.

You may state a preference for when you would like to volunteer on the online application form and we will do our best to accommodate it. We can discuss your availability further at your interview if you are shortlisted.

How to apply

Please complete our online Application Form (<https://www.surveymonkey.co.uk/r/HKNWNBY>) and an online Equal Opportunities Form (<https://www.surveymonkey.co.uk/r/5VP8VOX>)

Please note that CVs and covering letters will not be considered.

The deadline for applications is midnight on Sunday 6th December.

Shortlisted candidates will be interviewed on Zoom in the **week commencing 11th January 2021**. Please specify **all the times you are available on the application form**. As a small charity with limited staff and resources we are not able to provide feedback or discuss the volunteer applications process with you.

If you are successful, you are required to attend a compulsory training session on Wednesday 3rd February 2021. **We would expect prospective volunteers to keep this date free.**

Testimonials from previous casework volunteers

“Volunteering with Advocate allowed me to be part of ensuring that some of the most marginalised members of our society have legal recourse. The casework team at Advocate made my whole experience enjoyable by remaining welcoming and accessible despite the remote working environment.”

"Volunteering with Advocate was fulfilling on multiple levels. Firstly, having the opportunity to help vulnerable people navigate the complex justice system is incredibly satisfying on its own. As a volunteer, I got the chance to follow a case from its earliest stages at application level to the final stage of finding it a barrister. The team made such an effort to update us on cases that were meaningful to us, which helped us see our contribution in practice. Secondly, working for Advocate broadened my career mindset. Coming from a commercially-minded university, it was reassuring to see that a legal degree can have various uses. Finally, the work in itself and the support I received from the team boosted my confidence in my skills and I recommend this experience to all future lawyers."