

advocate



CASEWORK VOLUNTEER OPPORTUNITY 3rd October 2022 – 3rd February 2023

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 two thousand cases each year and rely a great deal on Casework Volunteers.

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 you will come into contact with a wide range of areas of law.

The volunteering programme comprises of two streams: the Gateway Stream and the Allocation Stream. You should apply to only **one stream**.

Gateway Stream:

You will assist caseworkers with the following tasks:

- a) 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.
- b) Preparing court-standard bundles using our online system
- c) Completing case reports on our case management system
- d) Other administrative support

Allocation Stream:

You will assist the casework team with the following tasks:

- Advertising pro bono cases to volunteer barristers and chambers professionals across England and Wales
- Sending out court papers to volunteer barristers
- Creating short case reports
- Other administrative support

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. It is preferable for candidates to have completed at least one year of law-related study/work and ideally have some experience in the voluntary sector.

You may state a preference for which day you would like to volunteer on at interview 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

Application is by way of an online application form; CVs and covering letters will not be accepted. Applicants may only apply for **one volunteering stream**; either the Gateway Stream or the Allocation Stream. Applicants should also complete our Equal Opportunities Form.

The deadline for applications is 11.59pm on Sunday 21st August.

Shortlisted candidates will be interviewed on Zoom in the **weeks commencing 29th August and 5th September**. 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.

Successful candidates will be required to attend a compulsory training session on Zoom on Wednesday 28th and Thursday 29th September for the Gateway and Allocation streams, respectively. **We would expect prospective volunteers to keep this date free.**

Testimonial from previous Casework Volunteers

“My time at Advocate has been nothing short of amazing. Structured and incredibly well-organised, the programme provided me with invaluable exposure to a diverse range of practice areas, as well as the opportunity to make a real impact. The programme also helped me grow both as an aspiring lawyer and a person, particularly in terms of perseverance and empathy.”

Maisie (Summer 2022 Volunteer)

“Advocate’s summer volunteering program is such a fantastic, hands-on experience. There was never a dull moment and I learned so much. I am so grateful to the wonderful team for making us all feel so welcome and offering such great guidance throughout the programme. Could not recommend it more!”

Isabella (Summer 2022 Volunteer)