



SWRC Part-Time Solicitor (Maternity Cover)

Job Description

June 2025

Key Information

Job title:	Part-Time Solicitor
Reports to:	Solicitor at JustRight Scotland (JRS) (although this role is expected to operate largely autonomously with supervision available where required)
Contract type:	Fixed Term Maternity Cover (10 months)
Working hours:	Part time (7-14 hours per week) or 0.2 - 0.4 FTE
Leave:	38.5 days per annum, pro rata (inclusive of public holidays and flexible working)
Salary:	£35,211 - £38,945 FTE (Band 3) - subject to annual pay review from April 1 st , 2025

Appointments are ordinarily made at the minimum salary point. Candidates who achieve exceptional scores at shortlisting and interview may be appointed at a higher point. Following appointment, annual progression will take place in line with the charity's policy.

Benefits:	8% employer pension contribution 38.5 days annual leave (FTE) inclusive of public holidays Flexitime and flexible working Remote and hybrid working Peer support programme Access to funded counselling service Personal training and development budget
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Location:	Central Glasgow office with home-based working where feasible. Access to central Edinburgh workspace Some travel around Scotland required
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This role is only available to women. This is a Genuine Occupational Requirement as provided for by Schedule 9, Part 1 of the Equality Act 2010.

Job Purpose and Context

As SWRC Solicitor, you will play a key role in the Scottish Women's Rights Centre (SWRC).

Working closely with the Centre's Solicitor and Caseworker, you will take a strategic and collaborative approach to delivering legal information where we identify gaps in access to justice for women survivors of gender-based violence.

You will primarily deliver outreach surgeries and support to helplines. You will be supported by the Centre's Caseworker. This is key aspect of the work of the centre. If demand and capacity allow, you may also assist with case work, policy, training and/or research work.

This role could be suitable for a range of applicants, from Newly Qualified (NQ) to a few years Post Qualified Experience (PQE).

Key Responsibilities

Specific:

- The focus of this part time role is very much on the provision and delivery of initial legal advice and information by the SWRC to individuals and organisations, through legal outreach work conducted at a national level, including through legal surgeries and call backs from telephone advice lines.
- Responsible for the maintenance of timely and accurate records of work undertaken by SWRC legal staff using our case management system and other procedures designed to manage and track our work in a safe, efficient and effective manner as set down in the JustRight Scotland (JRS) and SWRC operational manuals and any manuals and policies designed for the organisation and/or project.
- Maintaining up-to-date knowledge of areas of law relevant to the focus of project work, as well as knowledge of key developments in human rights and equalities law, and public law.

Although the focus of this part time role is very much on the above tasks, it is important that all solicitors employed by JRS have the competencies to be able to fulfil the tasks outlined below should the need arise.

- Provision and delivery of direct legal advice and representation to SWRC clients, including advocacy at relevant tribunals and courts.

- Supervision of SWRC Caseworker, JRS trainee (if applicable) and of SWRC volunteers (both University of Strathclyde Law Clinic and Pro Bono Solicitor Network) providing initial legal advice, under the overall supervision of the JRS Solicitor.
- Under the supervision of the Legal Director and Partner at SWRC, contribute to the development and delivery of internal and external professional training, as well as the development of human rights information and other resources for the SWRC public legal education programme.
- Contribute to the identification of key policy issues and to policy and influencing work in areas of importance to the centre's client groups.
- Travel, when required, to conduct work across Scotland, UK and abroad. This includes representation at courts and tribunals, attendance at other JRS and SWRC linked offices, and attendance at outreach surgeries and training venues.

General:

- To work independently but also collaboratively with other members of the JRS and SWRC team and our other collaboration partners.
- To complete other tasks necessary to contribute to the operational management, sustainability and development of JRS in the pursuit of its strategic goals.
- To prioritise work effectively and ensure that work is completed professionally and to exacting standards.
- To ensure that an inclusive, human rights-based approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of JRS values of *expert, inclusive, strategic and trust*.
- To conduct all work in line with JRS and SWRC policies and procedures, including our Equalities and Diversity Policy.

What we are looking for

Essential Criteria

We recognise this role is wide-ranging and needs a diverse set of skills. We are looking for someone who meets **most** of the essential criteria below – we do not expect anyone to meet them all.

1. Ability to practice law in Scotland, holding a current unrestricted practising certificate from the Law Society of Scotland
2. Experience and Understanding of Family Law
3. Understanding of the experiences of women affected by gender-based violence
4. Ability to complete tasks to a high standard without significant supervision
5. Excellent communication skills, with the ability to communicate complex issues in clear, jargon-free, language
6. Ability to manage own time by prioritising tasks and meeting competing deadlines
7. Ability to develop successful collaborative working relationships externally
8. Confident ability in use of MS Office: Outlook, Word, Excel and PowerPoint
9. A commitment to the promotion of human rights and working to increase access to justice
10. A commitment to an inclusive, human rights-based and trauma informed approach to working with clients
11. Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity

Desirable Criteria

We would also love to hear from candidates who have:

1. Knowledge of public interest, human rights and strategic litigation
2. Experience of working with women affected by gender-based violence
3. Experience of human rights, tackling inequality and working to achieve social justice
4. Experience of working cross-sector or in collaboration with other partner organisations
5. Experience of organising and delivering professional training or public legal education
6. Experience of working on and contributing to influencing policy
7. Experience in an area of civil legal practice in Scotland relevant to the work of the Scottish Women's Rights Centre (SWRC)
8. Experience of litigation and advocacy