

April 2024

**Recruitment of a Paralegal (Covid 19 Public Inquiry)**

Dear Applicant

Thank you very much for your interest in applying for the role of Paralegal at the Public Interest Law Centre. Public Law is one of three areas of legal aid work PILC delivers under its contract, the other areas being Claims against Public Authorities and Housing Law. It provides this alongside other work, focused on challenging decision-making that impacts migrants and minoritised communities, work to provide safety from violence against women & girls, upholding the rights of travellers & boat dwellers, and supporting those campaigners challenging the gentrification of their estates and building development on community open spaces. Our team is currently made up of seventeen staff, hybrid-working from our modern offices in Cambridge Heath, E2.

In this pack you will find:

- Background information
- Role description
- Person specification
- Application form
- Equality & Diversity form

After reading the enclosed information should you have any further questions please visit our website or otherwise contact Jean Demars at [jean.demars@pilc.org.uk](mailto:jean.demars@pilc.org.uk).

Make sure to address as many of the points listed in the person specification as you are able. If you need more space, please limit your personal statement to **no more than two additional supplementary pages**. Please do not send CVs as these are not considered. Your completed application form should be returned by email to [jobs@pilc.org.uk](mailto:jobs@pilc.org.uk).

The closing date for applications is **9am on Wednesday 1<sup>st</sup> May** and we anticipate holding interviews in person on Thursday 16<sup>th</sup> May.

I wish you the very best of luck!

Yours sincerely



Dermot Morrow  
Operations Manager  
Encs.

## BACKGROUND INFORMATION



## PUBLIC LAW | HUMAN RIGHTS | LEGAL ACTION

The Public Interest Law Centre (PILC) was initially set up in 2016 as a project of Lambeth Law Centre and became independent in 2019. PILC has operated its own Legal Aid Contract since September 2023, enabling the Law Centre to act in Public Law, Claims against Public Authorities and Housing Law. PILC is registered as a Charitable Incorporated Organisation in England and Wales (No.1192355).

### **Mission**

The Public Interest Law Centre exists to challenge systemic injustice through legal education, strategic litigation, research and advocacy. We specialise in public law, actions against public authorities and public inquiries, bringing cases to court for individuals and grassroots groups who have been treated unfairly. We hold government and public bodies to account, challenging unlawful policies and practices. We see this work as vital in the context of austerity, Local Authority funding cuts, the expansion of the Hostile Environment and an increasingly authoritarian state. We will not rest until we see a fairer and more equal society.

### **Our Approach**

PILC is a legal organisation located at the grassroots. This is not a market choice: rather, it is where we come from and where we believe social change begins. This commitment forms the basis of our distinct identity as a Law Centre rooted in communities fighting for social justice.

We work in solidarity with people affected by systemic issues to build their power whilst highlighting their experience. Our priorities and the direction of our strategic litigation are set by these relationships. Strategy is formulated together with the individuals and groups we represent, whom we support through legal education to ensure that the process is transparent and meaningful throughout. Working this way implies a recognition that process and outcomes are not separate; we aim to integrate litigation within a broader movement for social justice.

We work in collaboration with grassroots groups, campaigns and frontline organisations through a legal hub model, building capacity through legal education and advocating through legal action in key priority areas: state accountability, housing and land, migrants' rights and racial justice.

## **Achievements & Activities**

PILC has achieved significant policy change through its litigation work: we quashed a Home Office policy detaining and removing EU nationals sleeping rough (2017), enabled settled migrants to access student finance (2018), prevented the sale of Southall Town Hall, an iconic building used by community groups (2018), forced the Home Office to provide destitute migrants on immigration bail a way to be supported (2019), ended Lambeth Council's deceitful housing scheme that pushed homeless families out of borough (2020), compelled government to release £76 million ring-fenced funding to the Violence Against Women & Girls sector during C-19 first lockdown (2020), successfully challenged LB Camden's use of mixed-gender accommodation for women escaping domestic abuse (2020) and LB Southwark housing allocations policy (2019 and 2022). In 2020-21, we also represented Ricky Tomlinson, Arthur Murray and Brian Williams (members of the Shrewsbury 24) in their Court of Appeal case, which saw their 47-year-old convictions quashed. In January 2024 with the support of PILC, campaigners against the demolition of the Aylesbury Estate won their Judicial Review claim in the High Court against Southwark Council and the developer Notting Hill Genesis. The victory recognised that developers working with local authorities cannot make 'drop-in' amendments to planning applications that go far beyond the scope of the original plans. We use civil claims to strategically secure justice for our clients.

PILC continues to represent a number of individuals and groups in the Undercover Policing Inquiry, including the Stop the War coalition and ex-members of the SWP. We have also been instructed to act as solicitors to the independent Inquiry into the collusion of Unite the Union officers or officials in the operation of blacklists in the construction industry. We have been instructed by a number of organisations in the Covid 19 Public Inquiry, where we are representing Southall Black Sisters, Solace Women's Aid, IWGB, UVW, Kanlungan, JCWI, Doctors of the World and Medact as Core Participants.

PILC also delivers its work through funded projects in key priority areas. These projects are not separate from PILC's legal representation and strategic litigation. In fact, they often provide additional resources to develop and maintain relationships with vulnerable individuals, grassroots groups and frontline organisations. They also enable us to deliver on some of the Legal Hub model which complement formal legal work, such as training, capacity-building and second-tier advice.

## **Our People**

PILC is co-led by Jean Demars (Director) who oversees strategic, operational and financial management and Paul Heron (Legal Director) who oversees legal matters, which includes Inquiries work, casework management, litigation strategy and Legal Aid contract management. He is supported by Helen Mowatt (Head of Legal Casework). Dermot Morrow (Operations Manager) completes the management team. PILC currently employs seventeen staff, including eight solicitors.

## **The UK Covid-19 Public Inquiry**

In July 2020, PILC formally wrote to the Government Legal Department, on behalf of the Law Centres Network, to demand a Public Inquiry into the Government's handling of the response to the Covid-19 pandemic under s1 of the Inquiries Act 2005. The letter was also signed by a network of over seventy small and large organisations who supported our call. In May 2021, the Prime Minister announced that an Inquiry would take place. It has been divided into 'modules,' each dealing with a different aspect of how the pandemic was dealt with and involving different core participant groups providing testimony. Between August and December 2022, PILC made core participant applications on behalf of several organisations for modules one, two and/or three. PILC has supported organisations in providing Rule 9 witness evidence at each of the three modules undertaken so far. These include Southall Black Sisters, Solace Women's Aid, the Independent Workers' union of

Great Britain (IWGB) and United Voices of the World (UVW) grassroots unions, Medact and Doctors of the World (UK).

Module three opened in November 2022 and is focused on the governmental and societal response to Covid-19, as well as dissecting the impact that the pandemic had on healthcare systems, patients and health care workers. PILC represents the Frontline Migrant Health Workers Group, made up of Kanlungan, UVW and IWGB. At present, representatives are sifting through disclosure and considering arguments for experts on austerity, privatisation and outsourcing. The hearings are due to start again in September 2024 and will run for ten weeks. On conclusion of the current module, PILC have been instructed by core participants on module four, with hearings scheduled to start in January 2025 and also for module six.

The post holder will be an integral part of PILC's work in preparing for these modules. Working closely with these grassroots groups, campaigners and frontline organisations, you will understand the importance of reviewing large volumes of disclosure. With the support of your supervisors, you will assist core participants to complete their Rule 9 requests, be confident in liaising with counsel, and proactive in assisting PILC's Solicitors with inquiry admin and in prompt billing.

### **Legal Aid and funding**

Most of our legal work is funded by the Legal Aid Agency, though we also receive grant funding to enable our movement lawyering approach and to fill the gap left by a broken public funding system. We were awarded our first contract with the Legal Aid Agency in September 2023, for matters in Public Law, Claims against Public Authorities and Housing Law. Prior to this we operated as an agent of Camden Community Law Centre. We retain a small number of legacy matters under this contract.

### **Quality Standards**

The Law Centre is accredited by the Law Society's Lexcel Quality Mark standard, and certified with the Cyber Essentials Plus scheme, providing PILC with protection against the most common cyber-attacks. A technical assessment for both standards is carried out on an annual basis.

### **Registrations and memberships**

PILC is registered with the Solicitors Regulation Authority and the Law Society. We are also a member of the Law Centres Network, AdviceUK and the Legal Aid Practitioners Group.

Doc Ref: 4.4  
JOB REFERENCE: PILC/2/2024



## ROLE DESCRIPTION

|                         |  |
|-------------------------|--|
| <b>JOB TITLE:</b>       | Paralegal  |
| <b>STARTING SALARY:</b> | £31,590 per annum  |
| <b>HOURS</b>            | Full Time 35 hours/week  |
| <b>CONTRACT:</b>        | Two Years (with the possibility of extension)  |
| <b>BENEFITS:</b>        | 25 days holiday per year with 5% pension contribution  |
| <b>LOCATION:</b>        | Cambridge Heath E2 / Hybrid  |
| <b>ACCOUNTABLE TO:</b>  | Supervising Solicitor  |
| <b>DIRECT REPORTS:</b>  | None   |
| <b>PURPOSE:</b>         | To support PILC's Supervising Solicitor, mainly in representing Core Participants in the Covid-19 Public Inquiry |

### Introduction

Public Interest Law Centre exists to challenge systemic injustice. We do this by holding government and public bodies to account and promoting access to justice for dispossessed and excluded groups. We work through legal representation, strategic litigation, research & advocacy and legal education.

PILC has been highly successful since its inception, winning a number of significant cases against government departments, local government authorities and other public bodies. Its successes have changed the law and administrative practices.

The post holder will work at the direction of and under the supervision of PILC's Supervising Solicitor, on cases they have selected for litigation.

**Please note:** the nature of PILC's litigation work may mean that longer hours may be required to be worked in particular weeks or at particular times. PILC has a flexible work hours policy which provides for this, offering time off in lieu of additional hours worked and monitoring the impact of the workload on individual staff members.

### Specific duties for the paralegal include:

1. **Inquiries work**
  - a) Work on files as directed by the Supervising Solicitor
  - b) Initiate files as directed/approved by the Supervising Solicitor
  - c) Thorough review of documentation (such as disclosure)

- d) Prepare applications for public funding
- e) Interview witnesses and clients to take statements and instructions, producing statements and summaries
- f) Research points of law, producing reports
- g) Maintain files (own and those of others as directed) in a logical and orderly fashion
- h) Prepare case, evidence and submission bundles
- i) Prepare files (own and those of others as directed) for billing or audit reviews
- j) Manage own caseload, keeping clear and accurate records of all work completed and all time recorded
- k) Provide supervisory casework support to volunteer advisers as required.
- l) Attend or arrange attendance at conferences, consultations, or the Inquiry
- m) Attend court to issue proceedings and file documentation.

## **2. Partnership work and networking**

- a) Work with Counsel, core participants and third parties to progress cases
- b) Outside of inquiries activity, work closely with PILC solicitors to identify matters requiring Judicial Review and strategic litigation
- c) Maintain and develop excellent relationships with frontline agencies and grassroots groups to enable effective joint working.

## **3. Social Policy**

- a) Remain alert to the social policy implications of issues presented by clients
- b) Contribute to taking appropriate action to influence social policy in regard to these issues.

## **4. Other Duties and Responsibilities**

- a) Ensure that all advice, assistance and representation comply with Lexcel requirements whether undertaken under an LAA contract or not
- b) Carry out administrative tasks relevant to the post, including report writing where required
- c) Any other duties that could reasonably be expected of a person holding this post.

## **Organisational standards**

The post holder will be expected to meet the following organisational standards in how they undertake their work and conduct themselves in the post.

## **Professional Development**

The post holder will:

- participate in the PILC team review and supervision processes as appropriate
- attend courses on new legislation, specialist skills and the use of information technology relevant to the role
- keep up to date with the changes in relevant legislation
- undertake such training as is necessary to maintain the standards required.

## **Equality & Diversity**

The Law Centre's clients are largely on low incomes and come from a diverse range of minority ethnic groups. The post holder will be expected to show a particular interest in working with this type of client group and to show an understanding of equality & diversity issues.

The post holder will have regard at all times in the planning and execution of their duties to the Law Centre's Equality & Diversity Policy and will implement that policy faithfully.

## **Information Technology and Data Protection**

The post holder will be expected to use computers on a regular basis. S/he will also be expected to take responsibility for their own word processing, recording keeping, filing and case recording.

The post holder will be expected to follow the Law Centre's data protection policies and ensure the security of client data.

## **Review of this role**

This role description is to provide guidance and direction. It is not an inflexible document, nor is it intended to limit the range of duties which could reasonably be expected of the post-holder. The job description will be reviewed at each appraisal in accordance with the Staff Appraisal Policy.

**PERSON SPECIFICATION  
PARALEGAL TO THE COVID 19 PUBLIC INQUIRY**

|     | <b>Criterion</b>   | <b>Essential</b> | <b>Desirable</b> |
|-----|--|------------------|------------------|
| 1.  | Two years' experience working in a legal practice or law centre  | ✓                |                  |
| 2.  | Ability to work to instructions on cases at any stage of their development and/or on discrete issues arising from the Inquiry  | ✓                |                  |
| 3.  | Ability to interview clients and take witness statements and client instructions   | ✓                |                  |
| 4.  | Ability to summarise Client / Core Participant statements and complex reports, clearly and accurately  | ✓                |                  |
| 5.  | Ability to manage own caseload and meet agreed targets   | ✓                |                  |
| 6.  | Ability to prioritise your workload with the minimum of supervision  | ✓                |                  |
| 7.  | Good attention to detail, well organised and able to keep accurate records   | ✓                |                  |
| 8.  | Good interpersonal skills, including excellent communication skills both verbal and written  | ✓                |                  |
| 9.  | Experience in file management, including the preparation of accurate attendance notes, time recording and billing  | ✓                |                  |
| 10. | Understanding of professional standards including concepts of conflict of interest and client confidentiality  | ✓                |                  |
| 11. | A commitment to ongoing professional learning and development of personal professional practice  | ✓                |                  |
| 12. | Understanding of the social setting and impact of the law and a commitment to achieving change for social justice  | ✓                |                  |
| 13. | A commitment to the Public Interest Law Centre's Diversity and Equality Policy   | ✓                |                  |
| 14. | Able to be self-servicing with competent use of Microsoft Office as well as other online-based case management systems   | ✓                |                  |
| 15. | Demonstrate willingness to work as part of the Law Centre's team and carry administrative and other duties shared amongst the staff  | ✓                |                  |
| 16. | A law degree or equivalent   |                  | ✓                |
| 17. | Experience of participation in union, social justice or grassroots activism and campaigns  |                  | ✓                |
| 18. | Experience in preparing legal help forms and legal aid applications with little supervision, including applications for investigative legal aid and full representation as well as both emergency and substantive applications |                  | ✓                |
| 19. | Ability to manage and amend legal aid certificates when required (including experience in making requests to increase both the scope and costs limitation under a certificate)   |                  | ✓                |