JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Legal Assistant to Royal Holloway’s Legal Advice Centre (LAC)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Law &amp; Criminology</td>
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<td>Grade:</td>
<td>RHUL 5</td>
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<td>Accountable to:</td>
<td>Nicola Antoniou</td>
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<td>Accountable for:</td>
<td>The administrative duties at the LAC</td>
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Purpose of the Post

A Legal Assistant is required for Royal Holloway’s new Legal Advice Centre (within the Department of Law and Criminology, School of Law and Social Sciences).

The Legal Advice Centre will be opening in January 2020, and student volunteers, under the supervision of qualified legal professionals, will provide free legal advice and information services to the local community.

The Legal Assistant will assist the Director of the Legal Advice Centre with various administrative matters in setting up the Legal Advice Centre, as well as assisting with the co-ordination of training sessions and client bookings. Once the Legal Advice Centre is open, the legal assistant will assist with a variety of administrative duties associated with the Clinics and projects.

Key Tasks

- To assist with the recruitment of new student volunteers at the LAC, including putting together student volunteer folders, in preparation of the LAC opening.
- To assist with enquiries and client bookings.
- To assist in the organisation of network events for the LAC.
- To compile and regularly update a comprehensive database of the LAC’s clients for each academic term.
- To add to and maintain practice management and student recruitment folders.
- To assist in creating rotas for student volunteers engaging in our various services/projects at the LAC.
- To assist with updating all case management systems/client details.
- To assist with the advertisement of public lectures/Clinics/information leaflet projects.
- Where necessary, to assist with photocopying, scanning and printing of confidential and non-confidential documents.
- To assist with compiling end of term statistics in respect of the Legal Advice Clinic advice work and other project activities.
• To send confidential emails, letters or documents to student volunteers, clients, and/or external parties, as instructed by the Director/Supervising Solicitor.
• Any other duties, in line with the level of the post, and as instructed by the Director/Supervising Solicitor of the LAC.
• To work in accordance with Royal Holloway’s Equality and Diversity Policies.
• To comply with all data protection and confidentiality agreements in place at the Legal Advice Centre and Royal Holloway, University of London.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.