



## Stirling District Citizens Advice Bureau Ltd

### Women and Children's Solicitor – Domestic Abuse Transitions Advice Project

#### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<p>Enrolled solicitor with a full, current unrestricted practicing certificate from the Law Society of Scotland and have held the practicing certificate for 3 yrs or over</p> <p>Full, clean, valid driving license.</p>	<p>CAB Adviser Certification or equivalent exposure and experience of holistic casework</p>
<b>Experience</b>	<p>3 years PQE in general civil legal assistance work , having sound skills as a civil court practitioner, with a particular focus on Domestic Abuse, Family Law, Matrimonial Disputes, and child related welfare, legal aid work</p> <p>Work with victims of domestic abuse</p>	<p>Knowledge and experience of any or all of debt and diligence, housing law, social welfare law and employment law</p> <p>Experience in the provision of training</p> <p>Housing / Law Centre experience</p> <p>Experience in or knowledge of voluntary sector</p>

<p><b>Skills and Attributes</b></p>	<p>Excellent communication, facilitation and influencing skills:</p> <ul style="list-style-type: none"> <li>- The ability to identify with clients and key contacts and build effective relationships with them</li> <li>- the ability to explain legal concepts to non-legally qualified advisers</li> </ul> <p>Knowledge and experience of IT in particular, word processing, use of e-mail and internet</p> <p>Excellent legal research skills</p> <p>Planning and organizing skills, setting priorities, achieving results in a timely manner, monitoring progress against objectives</p>	<p>provision</p> <p>The ability to explain the operation of the service to potential clients and others, including the planning and delivery of training courses</p>
<p><b>Values and Attitudes</b></p>	<p>Creative with the ability to explain and drive through new ideas.</p> <p>Commitment to team working approach.</p> <p>Commitment to the implementation of equality of opportunity policies &amp; practices</p> <p>Experience of the domestic abuse advice landscape</p>	<p>Proven ability to work within a community development or volunteer setting</p> <p>Support the principle of voluntarism</p>

<b>Knowledge</b>	Knowledge of the civil justice system, domestic abuse issues and related subject matter( matrimonial homes act ) legal aid legislation	
<b>Other</b>	Access to own transport.  Willingness to be flexible and adaptable in meeting the needs of the service  An emotional objectivity to the subject matter with appropriate levels of empathy  A non judgmental approach	