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Job Title: Clinic Manager – BPP Legal Advice Clinic

**Department:** Social Impact,Group Education Services

**Location:** Home and Office Based (any centre location)

**Position:** Permanent, (37.5 hours)

**Reporting to:** Head of Clinics

**Responsible for:** N/A

**Job Background and Purpose**

About the BPP Social Impact Team

BPP Social Impact Team designs and delivers projects that enable students and learners to develop new skills and gain new experiences, while giving back to the local community. Each year, the Social Impact Team enables hundreds of BPP students and learners to benefit from Social Impact and volunteering opportunities that support both personal and professional development, while making a difference to people in need across the country.

The Social Impact Team ’s key aims are:

1. To deliver legal and other professional services that directly support individuals who cannot access paid for advice services.
2. To educate and inform the wider public about law, business and mental health issues.
3. To provide practical opportunities and experiences that will ensure BPP students and learners possess the skills that are in demand.
4. To deliver programmes and facilitate pathways for individuals from diverse and/or lower socio-economic backgrounds to access professional careers.

BPP’s Legal Advice Clinic is one of the Social Impact Team ’s flagship projects and currently delivers clinics in enterprise, housing, welfare rights, environmental law, family law, immigration and human rights, as well as a general law clinic. BPP’s Legal Advice Clinic is one of only three law school clinics in the country to hold the Advice Quality Standard, which acknowledges excellence in the provision of advice in social welfare law. In 2022 and in 2020, the BPP Social Impact Team won the LawWorks and Attorney General Student Pro Bono Award for Best Contribution by a Law School.

We seek a dynamic solicitor or barrister with considerable and varied expertise to develop and manage the BPP Enterprise Clinic. The role will include clinic management and the supervision of student advisers who will advise clients on a range of legal issues.

The Supervising solicitor or barrister will engage volunteer lawyers from across BPP’s law firm clients, supervise a QWE placement from time to time and set up and manage externships and opportunities relating to their Clinic area. The successful candidate will work closely with the Head of Clinics, other Social Impact Managers, the Head of Social Impact and the Social Impact Co-ordinator.

Please note that the role will require some occasional travel to other BPP centres and some evening work when required.

**Key Responsibilities**

Duties will include, but are not limited to, the following:

1. To supervise cases in the relevant BPP Legal Advice Clinic and attend the clinic sessions (including some evening advice sessions);
2. To expand BPP’s partnerships with external charities and community groups providing opportunities for students and learners;
3. To ensure that clients receive high quality legal advice;
4. To adhere to SRA regulations, the requirements of the Advice Quality Standard and all external and internal regulatory requirements specific to the relevant Clinic;
5. To work closely with the Head of Clinics & Head of Social Impact to ensure that the clinics run effectively;
6. To help design, co-ordinate, implement and manage projects related to the Clinic’s practice area;
7. To work with Student Directors appointed to assist in the running the projects;
8. To liaise with and recruit volunteer lawyers to supervise our projects;
9. To promote the Social Impact Team to student and learner volunteers, including at programme inductions across the business, at Virtual Open Evenings and at BPP events;
10. To promote the clinic to potential clients and/or referral agencies;
11. To recruit and train student volunteers from among BPP law students;
12. To maximise the clinical legal education and employability value of the students' work;
13. To promote the culture and ethic of Social Impactamong the students;
14. To liaise with and recruit the volunteer supervisors from among BPP lecturers and outside solicitors;
15. To help develop BPP's Social Impact provision within the law school and within other BPP schools;
16. To attend conferences and committee meetings in order to exchange ideas within the Social Impact community;
17. To line manage and supervise a trainee solicitor or QWE placement, as and when required;
18. To undertake any other duties related to the post.

**Candidate Criteria**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| Qualified as a solicitor/barrister in England & Wales with a current practice certificate. | Yes |  |
| At least two years PQE |  | Yes |
| Recognised professional qualification in learning and teaching/higher education |  | Yes |
| **Experience and Knowledge** |  |  |
| Significant expertise and practice experience in the relevant clinic area | Yes |  |
| Experience of university legal clinics and/or Social Impactin the provision of legal services |  | Yes |
| Experience of using a case management system | Yes |  |
| Knowledge of explaining legal principles clearly and simply both orally and in writing | Yes |  |
| Experience of managing projects or teams |  | Yes |
| **Competencies and Skills** |  |  |
| A willingness to develop legal knowledge to supervise additional areas of law | Yes |  |
| An ability to work effectively as part of a team | Yes |  |
| An ability to be resilient, working on own initiative & under pressure to meet deadlines | Yes |  |
| Ability to build respectful relationships with a range of senior leaders and external stakeholders. | Yes |  |
| Excellent communication and networking skills, that enable you to gain trust and establish credibility with learners, staff and clients at all levels. | Yes |  |
| Excellent organisation, problem solving and time management skills, with an ability to engage a broad and diverse range of stakeholder groups. | Yes |  |
| Ability to research and convey complex information to a variety of audiences in a variety of formats (e.g., presentations, reports, data analysis). | Yes |  |
| Excellent attention to detail, with ability to prioritise tasks, work to deadlines, and see projects through to a successful outcome. | Yes |  |
| Ability to inspire colleagues and learners to think broadly and value diverse perspectives. | Yes |  |
| Ability to gather, interpret and analyse data and metrics. | Yes |  |
| Excellent digital literacy skills, and competent in a variety of online/digital tools. | Yes |  |
| Ability to convey complex information in an accessible way | Yes |  |