

Job Description

Job Title: Community Care Supervising Solicitor

Contract: Full Time, 35 hours per week, London office/hybrid

Salary: Up to £44,000 per annum depending on experience

Organisation Overview

Youth Legal is a London-based charity dedicated to providing free legal advice, representation, and advocacy services to young people facing social, economic, and legal challenges. Our mission is to bring lasting change to the lives of marginalised and vulnerable young people by providing easy access to young person friendly social welfare lawyers and advisors offering high quality, holistic support and legal education. We work with a diverse range of stakeholders, including local communities, schools, legal professionals, and policymakers, to create a more equitable and just society for all young people.

Role Overview

The Community Care Supervisor will provide high-quality legal and advice services for young people aged 16-25 and families with children. The postholder will ensure all Community Care related casework, supervision, and service development activities are accurate, robust, and responsive to the needs of vulnerable young clients and families who live, work, or study in London.

This role is full time, requiring close collaboration with internal team members and external agencies, including local authorities, advice networks, and partner organisations. The role is hybrid with some office attendance required as well as outreach or stakeholder site visits.

The ideal candidate will have a deep commitment to social justice, extensive experience in the non-profit sector, and a proven track record in achieving successful outcomes for young people and overseeing legal casework of junior team members.

Key Responsibilities

This is not exhaustive and can be altered in consultation with the postholder. Other duties may be requested to facilitate the smooth running of Youth Legal and completion of supporting internal projects.

Advice, Casework and Representation

- Advise and represent young clients and families with children who live, work, or study in London.
- Manage a large caseload, including building up your own caseload, and monitor progress to meet service delivery targets.
- Undertake in-depth casework and legal representation within agreed areas of expertise, including Community Care (and occasional Housing when other team members are on leave).
- Generate income through work carried out under Legal Help and Legal Aid.

- Ensure all legal work is accurate, up-to-date, and in line with the needs of vulnerable young people and other priority groups.
- Proactively manage two year Community Care delivery partnership including partnership specific KPIs.

Supervision and Internal Responsibilities

- Undertake training and professional supervision of team members and volunteers as part of shared duties with Senior Solicitor.
- Provide day-to-day supervision to staff and volunteers undertaking advice and casework in community care.
- Review and approve community care casework of others and ensure compliance of community care work firm-wide with quality standards, including Lexcel, SRA and contractual obligations.
- Maintain a high level of case management, ensuring proper time recording and timely file closing and billing.

Collaboration with Team

- Provide supervision and guidance to staff and volunteers undertaking Community Care casework.
- Complete peer to peer file reviews for team members and the Senior Solicitor.
- Work closely with team to identify emerging needs and ensure high-quality advice delivery.
- Assist the Director with grants reporting, responsible for ensuring data is correctly recorded into our case management system by all Community Care caseworkers.
- Maintain strong and effective professional relationships internally and externally, including with relevant communities, stakeholders and funders.

Service Planning & Development

- Take a leading role in the early stages and involvement of a Community Care delivery partnership, including ensuring appropriate reporting measures are in place and that reporting is clear, accurate and timely.
- Contribute to the ongoing development of Youth Legal's services, ensuring activities meet contractual, funding, and quality-assurance requirements.
- Identify and respond to emerging legal and social issues affecting young people.

Project & Organisational Support

- Attend scheduled meetings (occasional evenings required – generally two to four per year) and report to committees as necessary.



- Good internal communication to ensure caseworkers and volunteers understand and follow relevant policies and procedures.
- Participate in fundraising activities and raising the profile of Youth Legal

Commitment to Service Success

- Demonstrate willingness and adaptability to contribute to the emerging needs of Youth Legal.
- Participate in staff meetings, management meetings, and strategic discussions influencing practice, policy, and service direction.
- Maintain high standards of professional conduct, confidentiality and compliance.

Person Specification

Essential:

- Fulfil LAA Standard Civil Contract criteria to be a LAA Community Care Supervisor within six months of commencement of post.
- Expertise or special interest in SEN.
- Experience in preparing and issuing judicial reviews.
- Demonstrated ability to advise and represent young people in complex scenarios using an empathetic and trauma-informed approach.
- Strong understanding of issues facing vulnerable young people and families, including care leavers and those experiencing homelessness.
- Ability to distil complex legal information into clear, accessible advice and communication.
- Excellent attention to detail and commitment to accuracy in legal casework and supervision.
- Strong communication, supervision, and collaboration skills.
- Good IT skills and capability in preparing court bundles using pdf software.

Desirable:

- At least 2 years post qualification experience.
- Experience working within youth-focused legal or advice services.
- Experience supervising staff, trainees, and volunteers within a specialist advice environment.
- Familiarity with case management systems (we use AdvicePro).
- Experience delivering training, mentoring, or second-tier advice to other advisers.



Personal Attributes:

- Demonstrable passion for, and experience in, empowering young people.
- Collaborative and flexible team player who understands the vision and mission of the organisation and can make decisions based on achieving the bigger picture.
- Resilient and adaptable in a fast paced environment.
- Ability to navigate complex challenges and drive change.
- High level of integrity, professionalism and emotional intelligence.

Application Process:

Interested candidates should submit the completed application form along with their CV and a covering letter. Applications can be sent to hannadunn@youthlegal.org.uk and will be considered on a rolling basis.

Interviews will be conducted on a rolling basis and early applications are encouraged.

Youth Legal is an equal opportunity employer. We value diversity and warmly encourage applications from all communities and candidates who share lived experiences with our service users.

We recognise that women and people from underrepresented backgrounds are statistically less likely to apply for roles unless they meet all of the listed criteria, so we strongly encourage applications from candidates who may not meet every requirement but feel they could bring value to the role.

