

JOB DESCRIPTION / PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Trainee Solicitor
Reports To	Senior Legal Adviser
Department	Policy Services
Location	Stoneleigh
Salary	£24,500 per annum

JOB DESCRIPTION

Main purpose and scope of the job:

- The provision of legal advice to the NFU, in a structured and supervised capacity, that allows for the requirements of a 2 year training contract for a Trainee Solicitor to be completed – as regulated by the Solicitors Regulation Authority Training Regulations 2014
- To undertake a placement at an NFU panel firm if necessary.

Responsibilities:

- Working under the supervision of the Senior Legal Adviser (appointed SRA Training Principal for the NFU):
 - Provide legal advice to the NFU – including colleagues in different NFU Headquarters departments & in the Regional offices.
 - Undertake legal research.
 - Draft written advice.
 - Draft briefings to staff and NFU members on legal issues.
 - Assist NFU members with legal issues.
 - Assist in the drafting of Instructions to Counsel.
 - Provide assistance to the Legal Affairs Team on any relevant legal matters/issues.
 - Update Business Guides.
 - Update the NFU'S CRM system as appropriate.
 - Update the Legal Assistance Team, and NFU colleagues in drafting case summaries in respect of legal developments or cases affecting the work of the NFU.
 - Draft correspondence on behalf of the NFU on legal matters.
 - Draft legal agreements.
 - Attend meetings with, or at the request of members of the Legal Affairs Team, the Legal Assistance Team, or their colleagues.
 - Draft articles for NFU publications & the legal pages of the NFU's website.
 - Work in project teams across the NFU as and when required.
 - Liaise with the NFU's Legal Assistance Team, Legal Board & Callfirst on relevant legal cases.
 - Meet the requirements of the SRA Training Regulations 2014.

This job description will develop to meet the needs of the NFU and any additional duties will be commensurate with the post holder's grade.

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COMPETENCIES

		Level
Core Competencies	<ul style="list-style-type: none"> • Communication • Understanding the NFU • Personal Accountability • Working Together 	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting
Functional Competencies	<ul style="list-style-type: none"> • Technical Expertise • Analysing & Problem Solving • Planning and Organising • Influence and Persuasion 	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> ▪ 2:1 Law degree (or other relevant degree and CPE) ▪ A Levels & GCSE's to a high standard. ▪ Legal Practice Course. ▪ An interest in farming and agriculture. ▪ Proficient user of MS Office. 	<ul style="list-style-type: none"> ▪ Relevant work experience or work placements ▪ Any knowledge or expertise farming and agriculture. ▪ Experience working in an office environment.
Communication and Relationship Skills	<ul style="list-style-type: none"> ▪ Ability to explain technical information to a non-technical audience. ▪ Excellent standard of verbal and written communication. ▪ Ability to work well as part of a team. 	
Practical	<ul style="list-style-type: none"> ▪ Excellent communication skills. ▪ Excellent grammatical & numerical skills. ▪ Efficient use of IT equipment. 	
Decision Making and Problem Solving	<ul style="list-style-type: none"> ▪ Ability to handle sensitive issues with good judgement. ▪ Ability to demonstrate organisational and prioritising skills. ▪ Ability to produce work quickly under pressure and calmly to a consistently high standard. 	
Responsibility for Information	<ul style="list-style-type: none"> ▪ Ability to deal with confidential information. ▪ Must have a detailed approach to recording accurate information. 	
Responsibility for	<ul style="list-style-type: none"> ▪ N/A 	

Supervision / Management		
Physical and Mental Effort	<ul style="list-style-type: none">▪ Ability to work long hours and/or out the of normal hours when required	
Personal Circumstances /Additional Requirements	<ul style="list-style-type: none">▪ Must live within 40 miles of the post location.▪ To be seconded to a panel firm anywhere in England▪ Be self-motivated, seeking to establish a successful legal career.▪ Full current driving licence (consideration will be given under the Equality Act 2010 where applicable)	