

## Friends of the Earth – Job Description

<b>Job title</b>	Legal Intern
<b>Reporting to</b>	Head of Legal or Lawyer
<b>Team</b>	Political, Legal and Planning
<b>Career stage</b>	Intern: London Living Wage
<b>Contract type</b>	Fixed term Contract-12mths
<b>Location</b>	London
<b>Line management</b>	N/A

### Purpose of the role

Support the work of the legal team in delivering Friends of the Earth’s campaign objectives whilst gaining entry-level legal and campaigning skills and experience.

### Key responsibilities and tasks

- Conduct legal research and analyse legal problems, preparing detailed research notes and briefing documents
- Organise meetings
- Ensure a proper record is kept of meetings, planning inquiries and/or court hearings by taking and circulating notes
- Ensure that documentation (e.g. document files/bundles) needed for court proceedings or planning inquiries is assembled thoroughly and on time
- Ensure documentation for court is filed and court fees are paid promptly and efficiently
- Support the functioning of the Rights & Justice Centre
- Provide administrative support to the legal team where necessary or requested, including assisting lawyers at court, tribunal or inquiry
- Draft correspondence under supervision

### Person specification

**Essential:**

- Law degree or equivalent
- Good computer literacy
- Good demonstrable knowledge of Public, EU, Environmental or Planning law
- Experience of carrying out legal research using legal databases
- Ability to work quickly and meet deadlines and to multi-task effectively
- Commitment to environmental protection and/or social justice

**Desirable:**

- Interest in campaigning
- Demonstrable interest and commitment to rights and justice

- Previous relevant work experience, for e.g. in-house at an NGO, at University, or at a law firm

**Personal Attributes (assessed at the interview):**

- Ability to research and present legal arguments clearly and concisely
- Capacity to analyse legal problems and identify solutions
- Good communication skills
- Good organisation skills
- Competent use of IT including Microsoft Office, internet and legal databases
- Sound administrative skills and ability to prioritise
- Committed team member
- Stress resilient
- Fluency in English language

Date approved	March 2017
Date reviewed	August 2019 (WR)

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.