

## Friends of the Earth – Job Description

<b>Job title</b>	Legal Intern
<b>Reporting to</b>	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
- Draft correspondence under supervision
- Provide administrative support to the legal team where necessary or requested, including assisting lawyers at court, tribunal or inquiry and organising 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

***You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.***

### **Person specification**

#### **Essential:**

- Law degree or equivalent
- 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
- Good computer literacy

**Desirable:**

- Passion for the environment
- Interest in campaigning
- Demonstrable interest and commitment to rights and justice
- Previous relevant work experience, for example, in-house at an NGO, at University, or at a law firm
- Legal Practice Course or Bar Professional Training Course

**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, the internet and legal databases
- Sound administrative skills and ability to prioritise
- Committed team member
- Fluency in the English language

<b>Date approved</b>	March 2017
<b>Date reviewed</b>	September 2020

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.