

Friends of the Earth – Job Description

Job title	Legal Intern
Reporting to	Lawyer or Senior Lawyer
Team	Legal
Career stage	Intern
Contract	Fixed term Contract-12mths
Location	London (hybrid working; office-based role, but opportunity for some homeworking as part of the working week)
Line management	None

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

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 (assessed at shortlisting stage):

- Law degree or equivalent (i.e. law conversion course, or joint law degree) - with 2:1 or above
- Good demonstrable knowledge of Public, EU retained law, Environmental or Planning Law
- Experience of carrying out legal research using legal databases
- Demonstrate an ability to work quickly and meet deadlines and to multi-task effectively
- Commitment to environmental protection and/or social justice
- Good computer literacy

Desirable (assessed at shortlisting stage):

- 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) and/or relevant vocational training (i.e. Legal Practice Course, Bar Professional Training Course, Bar Courses).

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

Please see our [Hints and Tips Guide](#) for ideas on how to put in your best application for this role

Our Values

Ability to demonstrate understanding and apply our values.

Integrity – We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends – To build our influence we put new and existing ‘friends; at the heart of our work.

Accountability – We hold ourselves and others to account for our work and how we work.

Learning and Enquiring Mindset – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	December 2023
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Date reviewed	
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Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

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.