

PERSON SPECIFICATION – Trainee Solicitor

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Law Degree/Conversion course • LPC Qualified (or working towards) 	<ul style="list-style-type: none"> • Other relevant achievements/Qualifications e.g. accreditation 	C.V.
Experience	<ul style="list-style-type: none"> • Appropriate work experience/voluntary work 	<ul style="list-style-type: none"> • Experience of working in a similar environment 	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> • Ability to produce accurate work to tight deadlines under pressure. • Personal work planning and organisational skills • Ability to communicate clearly orally and in writing • Good command of written & oral English • Ability to work on own initiative • Effective use of IT 	<ul style="list-style-type: none"> • Knowledge and understanding of our ethos • Active interest in what we do and how we do it 	C.V. Interview
Aptitude/Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense, energy and sense of humour • Enthusiasm for embracing the new and unfamiliar 	<ul style="list-style-type: none"> • Acceptance that working in legal aid may limit financial rewards 	C.V. Interview