

Hackney Community Law Centre is recruiting volunteers for the term 30 September to Friday 20th December 2019.

An Open Evening is being held at the Law Centre on the evening of **Monday 9th September 2019 from 7.00 p.m.**

The evening is usually a 15 – 20 minute informal talk about what the Law Centre does and how it is funded. It is also an opportunity to hear what is required of our volunteers and interns and how our scheme works. The evening usually has up to 20 potential candidates sitting in. Attendance at the open evening is designed to answer questions that potential candidates may have about the centre, our work but most importantly, what our volunteer programme involves.

For those unable to attend on 9th September it is still possible to volunteer at the centre but all prospective candidates will be expected to attend a one to one interview which should last about 30 minutes or so and this will be followed by a standard written test in English. The law will not be examined.

Given the nature of our work and the pace set here, our interns must have completed their LL.B or GDL (or equivalent) by the time they attend for interview. The interviews are to be conducted during the day on Monday 16th and Tuesday 17th September 2019. There will be interview slots organised throughout the day on both days.

Interviews cannot be conducted over Skype or other remote circumstances. We apologise for this.

Application is by CV in word or pdf formats only. The **deadline for receipt of CVs is Friday 13 September 2019**. Please send emails to admin@hclc.org.uk In the subject header please specify "intern application" so that your CV stands out and goes to the correct person.

The law centre will be providing actual work experience from the first day of the internship commitment and so some level of maturity and communication skills will be a standard requirement. As the interns will be assisting solicitors and experienced caseworkers, aptitude for written text as well as reading up on the relevant law is required.

The commitment is 12 weeks. Prospective candidates are to pay attention to the dates set. There is not going to be an opportunity to negotiate an alternative period. If these dates are likely to conflict with other pre-arranged schedules i.e. weddings, foreign travel or exams, we recommend you apply at another time as we try and keep opportunities as regular as we can. As those applying to intern with us expect to get references to boost their chances in the industry, we equally expect honesty in return.

Please note that students currently on demanding, full-time courses will not be prioritised. Students for obvious reasons, are not expected to commit to the placements fully and the consequences of this to us are costly.

Our internships are not paid. We appreciate this places a barrier to the most able candidates but daily expenses are paid on a weekly basis. **Interns are not guaranteed a job at the end of the internships** but we have a fairly extensive list of persons who have been through our programme and are now pursuing successful careers at the bar and as solicitors or CILEX professionals. The internship commitment is 12 weeks 3 / 4 days per week.