



Public  
Law  
Project

# Information pack Lawyer (12-month fixed term parental leave cover)

August 2025





## Who We Are

At Public Law Project (PLP), we work to champion fundamental rights and hold power to account. Our legal challenges have played a pivotal role in successful cases. In just the last year this includes:

- The fight against the Rwanda deportation policy
- The Government's attempts to renege on Windrush commitments
- Attempts to radically cut disability benefits to 100,000 people without lawful consultation
- Intervention in the challenge against draconian and unconstitutional anti protest laws

Our work is highly respected, impactful, and deeply valued across the legal and social justice sectors.

## The Role

This is an exciting opportunity for a capable, collaborative and motivated solicitor to join our exceptional casework team on a 12-month fixed term contract to cover parental leave. You'll be working at the cutting edge of public law in the UK, supporting our award-winning team of solicitors in work that brings about real change.

Join PLP and you'll be playing a key role in the team that brought the main challenge to the Safety of Rwanda Act, intervened in the challenge to the prorogation of Parliament, helped survivors whose assets are controlled by their abuser to access legal aid, and put a stop to the no-notice removal policy affecting people claiming asylum.

You'll be supervised by our Legal Director and have the opportunity to collaborate closely with the whole team. The PLP team is friendly, diverse, and inclusive, and you'll be supported and encouraged to develop your skills as a solicitor.

Your caseload will be a range of strategic public law cases which align with our strategy.

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use 'tie-breaker' provisions at all stages of our selection process.



## About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

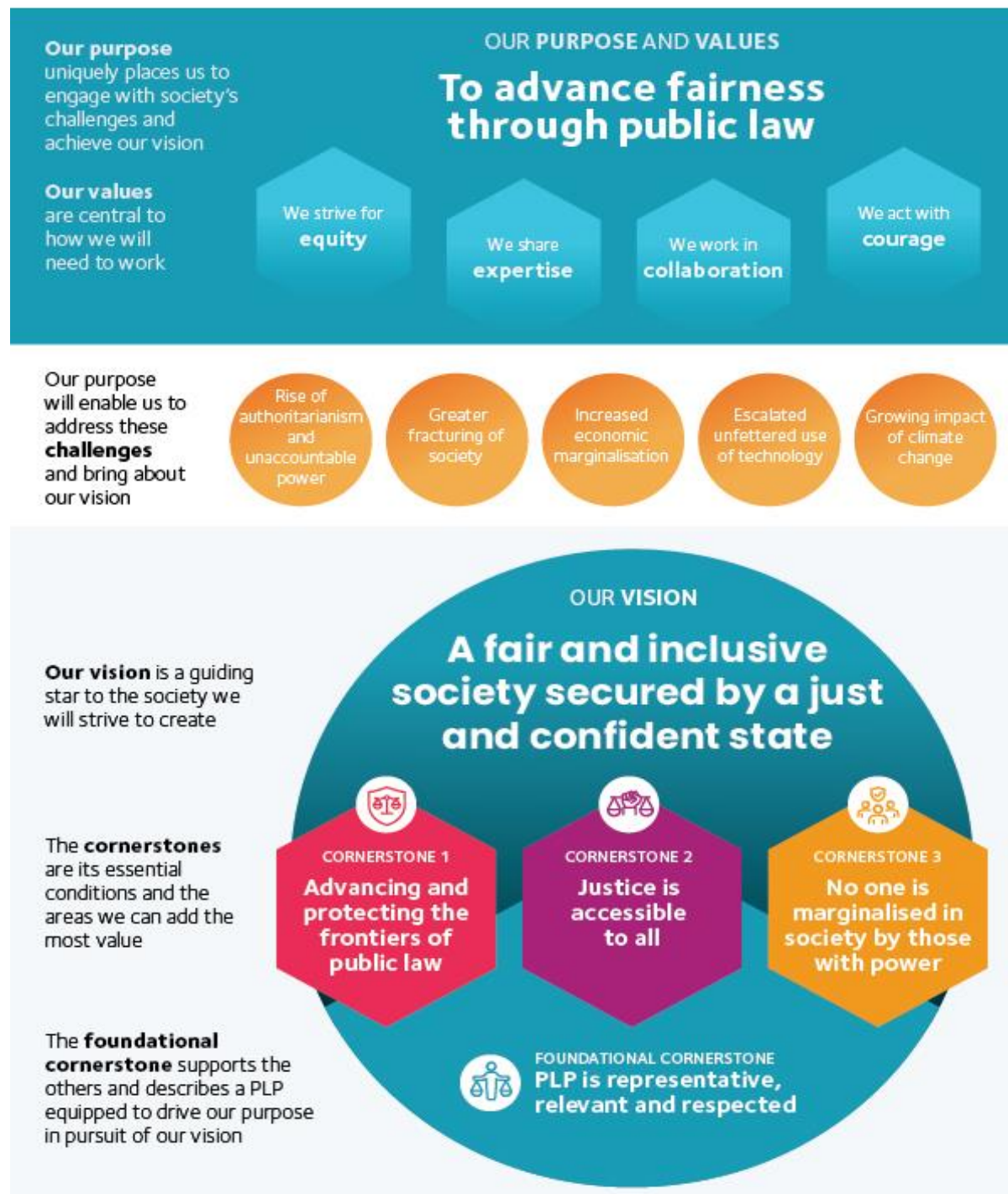
- Our specialist lawyers represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation.
- Our researchers work in partnership with the UK's leading academic institutions. We respond to consultations, policy proposals and legislation that have implications for public law remedies, access to justice and the rule of law. We provide evidence to inquiries, reviews, and parliamentary committees, and we publish independent research and guides to increase understanding of public law.
- Our events team runs a national programme of conferences and training for practitioners and those working with marginalised and disadvantaged groups, providing thought-leadership, expertise and insight to organisations and individuals who share our goals.



## Vision, Mission & Values

Our 2025-2030 strategy sets out our purpose which is to advance fairness in society through public law and our vision of a fair and inclusive society secured by a just and confident state. Our values are: equity, expertise, collaboration and courage. You can find out more about our strategy [here](#).

## Our 2025-2030 strategy at a glance





## Employment information

**Job title:** Lawyer (parental leave cover)

**Reports to:** Legal Director

**Contract term:** Fixed (12 months)

**Location:** Central London (EC1V). Homeworking within flexible working policies. New starters are required to work in the office 3 days a week for the first 3 months.

**Hours:** Full-time (35 hrs/week) or Part-time (minimum 4 days / 28 hours pw)

**Salary:** £47,776.99 per annum pro-rata

**Pension:** 10% per annum after one year. Statutory minimum during first year.

**Leave:** A full-time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Probation period:** 4 months. Benefits may be offered at a reduced level during the probation period.

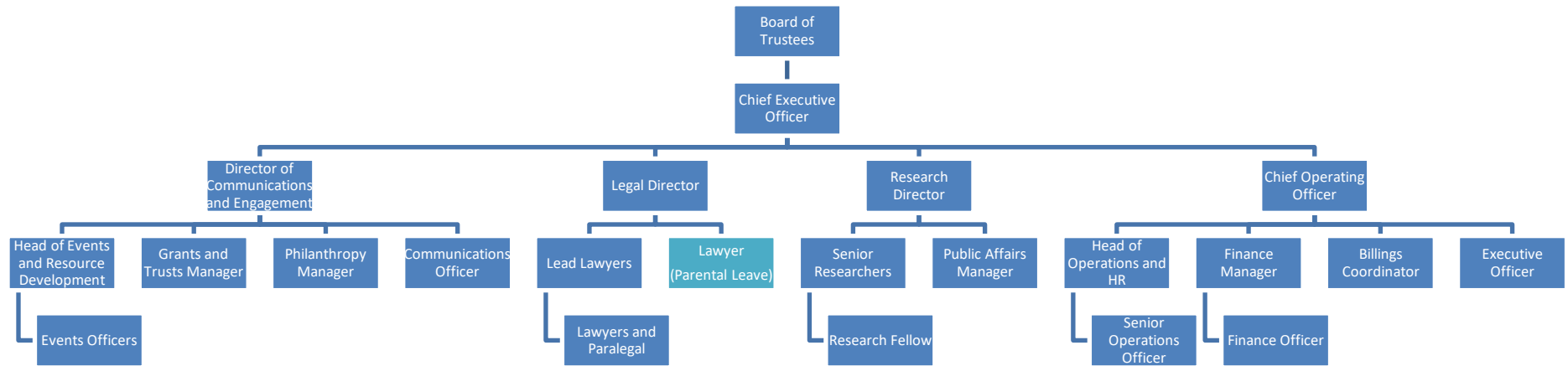
**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements from day one, including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be requested to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

These details are provided for information only and do not form part of an employment contract or job offer.





## Job Description: Lawyer

### Primary Duties and Responsibilities

#### Casework and Litigation

- Develop and maintain a financially sustainable mixed immigration/asylum and related public law caseload.
- Provide authoritative legal advice and assistance to client groups using various funding sources, including legal aid.
- Assist client groups to identify common problems and issues and to advise on appropriate remedies and strategies to deal with them.
- Conduct litigation on behalf of individuals and organisations, addressing public law issues.
- Carry out other legal work including research to discharge commitments under funded projects for the benefit of individuals, voluntary sector organisations, solicitors in private practice and other client groups.
- Conduct legal research where necessary in order to fulfil the responsibilities of this post.
- Comply with all professional requirements. In particular, responsibilities to individual clients may sometimes require the postholder to work outside normal working hours.
- Contribute to the fulfilment of any reporting requirements of the Legal Aid Agency and other funders.
- Meet financial targets and monitor financial performance, ensuring adequate funding and timely billing.
- Supervise and line manage more junior members of the casework team.

#### Cross-departmental Work

- Develop and maintain networks and referral sources to generate work and support organisational aims.
- Collaborate with internal teams to progress organisational strategies.
- Contribute to PLP's policy work, which from time to time may involve taking the lead in preparing draft written responses to issues on PLP's behalf.
- Working closely with PLP's Research team contributing ideas and feedback for their work and contribute to the development of strategies across PLP.
- In conjunction with the Communications & Events teams assist in developing, maintaining, and delivering training courses and conferences, including as a trainer in training events and conferences as required.
- In conjunction with the Communications & Events teams, and other staff members where appropriate, to develop, maintain and disseminate information relating to PLP's expert interest areas in law.



## General Duties

- Participating with other staff in the day-to-day operation of PLP's activities.
- Contributing to PLP's general development. This may involve taking the lead in fundraising applications or proposals for PLP's strategic direction.
- Participate in PLP's day-to-day operation of activities, including accounting and financial reporting (including to funders).
- Attend meetings and other fora and represent PLP as required.
- Undertake general administration and word-processing related to own work.
- Assist others with gathering data for monitoring and evaluation, both internal for SLT/Board and external for funders and stakeholders, including the Legal Aid Agency.
- PLP lawyers are expected to attend occasional evening meetings. These and other events may also result in the post holder having to be away from home overnight. However, PLP recognises that post holders may have caring and other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.
- Undertake other tasks appropriate to the role as required.

## Person Specification: Lawyer

Abilities, skills and knowledge	Essential	Desirable
4-6 years qualified solicitor, barrister or chartered legal executive in England and Wales. We are open to considering candidates with slightly different experience levels including pre-qualification experience in place of post-qualification experience, provided they hold the necessary professional qualifications.	✓	
Understanding of, and commitment to, the strategic aims of Public Law Project	✓	
Awareness of current social and legal issues in the public law field	✓	
Experience of conducting judicial review litigation	✓	
Experience of conducting strategic litigation		✓





Understanding of and ability to conduct legal research	✓	
Ability to communicate well (including on complex legal issues) both orally and in writing, to diverse audiences. (We are committed to providing reasonable adjustments for candidates who may need support with written communication due to a disability.)	✓	
Experience in working with and supporting vulnerable clients	✓	
Expertise in proactively generating work and maintaining a financially sustainable caseload	✓	
Expertise and confidence to build and maintain networks	✓	
Proven ability to meet reasonable billing targets	✓	
Expertise in conducting cases funded through legal aid		✓
Experience in the supervision and line management of other caseworkers		✓
Experience of engagement in policy or legislative developments with Government, Parliamentarians and other civil society organisations.		✓

### Person Specification: Lawyer

Personal qualities, commitment and values	Essential	Desirable
Commitment to PLP's core values and commitment to understanding and addressing the effects of discrimination in all work, both external and internal, in line with PLP's Equality, Diversity, and Inclusion (EDI) objectives.	✓	
Strong communication skills, both internally and externally, and the ability to work flexibly and collegiately within a multi-disciplinary team, including self-servicing tasks such as word processing.	✓	
Resilience and ability to deal well with set-backs, maintaining motivation and confidence.	✓	



Personal commitment to development and learning.	✓	
Willingness and ability to travel to other parts of the country, occasionally staying overnight or occasionally attend evening meetings. To accommodate these commitments, employees are offered the flexibility to adjust their working hours and/or take compensatory time off.		✓
Right to work in the UK	✓	

## Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk)

**The deadline for applications is Sunday 7 September 2025 at 23.59pm.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Initial interviews will be held on Wednesday 24 and Thursday 25 September 2025. Final interviews (if applicable) will be held on Tuesday 30 September 2025.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.



PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by HR who may pass them on to the relevant person if applicable.



## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- i. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment and always includes the statement that "The Public Law Project is an equal opportunity employer".
- ii. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- iii. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process and making decisions using selection criteria which do not discriminate.
- iv. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each other's differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- v. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- vi. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- vii. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities, and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to



be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## Privacy notice

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 12 months after the decision was made. If successful, your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than twelve months.

We do not share recruitment information with third parties.