



Laywer - job description

Grade	D
Type of contract	Permanent
Directorate	External Relations
Team	Legal
Reports to	Head of Media & PR
Location	Flexible - likely to be hybrid mix of homeworking and time in Stratford/Cardiff office,
Hours	35hrs p/w

Purpose of the job and scope of the job

Key Responsibilities

Purpose of the job

We're Mind, the mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

The purpose of this job is to fight discrimination and injustice against those experiencing mental health problems through casework, legal advice and through supporting Mind's policy work

Scope of the job

Mind's Legal Team provides legal support for Mind in the following ways:

- Identifying and supporting Mind's role in test cases (with an impact beyond that for the individual concerned).
- Training and supervision of Mind Legal Line staff in Nantgarw to ensure the provision of high-quality legal advice and information to the general public.
- Producing written materials for the public and professionals, including a series of rights guides, articles for internal and external publication.
- Working closely with other teams within Mind, in particular offering legal advice to colleagues in the Information and Policy & Campaigns Teams to explain legal rights or promote changes to the law.



The team operates across a number of legal areas, including the Mental Health Act (both over and under 18's), mental capacity, social care, discrimination on grounds of mental health, education and welfare benefits and public law relating to those areas.

Mind aims to ensure that the needs and interests of people with mental health problems, women and black and minority ethnic communities, disabled people and lesbians, gay men, bisexuals, transgender and people of all ages are reflected in all its activities. You will be expected to contribute to our strategic aim.

Key responsibilities

Legal advice and representation

1. Provide legal support for Mind in relation to identifying and supporting Mind's role in test cases and legal reform (with an impact beyond that for the individual concerned). This may include drafting and lodging proceedings, ensuring deadlines are met, instructing counsel and experts (where required), attending court hearings and ensuring Mind's costs stay within agreed limits. As this is a junior role the post holder would take less complex cases under supervision or support the Head of Legal or E grade lawyer with their cases.
2. Assist Mind Infoline staff and Mind Legal Line staff in dealing with enquires from people with experience of mental health problems, carers and families, and ensure legal information and general advice provided by telephone, letter and email complies with Mind's service delivery targets. This will involve some direct advice giving and one to one supervision of specialist legal line call handlers, training and induction of new staff, ongoing training of existing staff.
3. Work closely with Mind Legal Line staff and the Head of Legal to establish whether cases are suitable as test cases and ensure a smooth handover and management of such cases.
4. Contribute to team discussions in relation to specific cases and casework policy in general.

Legal writing, education and development

1. Work with Mind's information team Mind's lawyers to contribute to the writing of legal products relevant to our



2. Produce written materials for lawyers, advisers, professionals and the public on aspects of mental health, mental capacity, disability discrimination, community care, human rights and related law and practice.
3. Assist with the training of internal Mind staff.
4. Undertake legal research where necessary for the purposes of providing advice or in relation to casework.
5. Keep up to date with relevant legal and policy developments and ensure that other team members are updated accordingly.
6. Attend meetings, conferences and seminars on behalf of the Legal Team on topics relevant to its work and speak at such events, where appropriate.
7. As necessary, provide information about Mind's legal work and relevant legal developments to other teams within Mind, particularly to the Policy & Campaigns Team, Information Team, Workplace Wellbeing Team and Media Team, and to the network of Mind charities across England and Wales where relevant.

Policy Work

1. Work within the legal team and Mind's Policy and Campaigns team to identify legal issues relevant to our beneficiaries appropriate for campaigning or to advise on the legal implications of policy areas already identified.
2. Build and maintain a range of relationships within Mind and with external organisations, both legal and non-legal, and individuals as appropriate to support Mind's overall strategy and the work of the Legal Team.
3. Work with other staff within Mind, and particularly within the External Relations Department, on proposed or identifying desirable changes to the law, including drafting and/or contributing to responses to government consultations and parliamentary select committee calls for evidence.

Expectations

All members of staff at Mind are expected to embody our mission, values and competencies. This includes an expectation that they will:

- Show passion for what Mind does and the changes that we are making for people with mental health problems.
- Work collaboratively across teams, departments, locations and organisations.



- Stand up for what they believe is best and trust in themselves and each other.
- Be open to others and ourselves and show a commitment to learning.
- Be open to change and respond flexibly and quickly to the changing world.
- Demonstrate organisational awareness and see the bigger picture while working towards objectives.
- Communicate effectively, ensuring their messages are understood and that they strive to understand others.
- Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work.
- Take responsibility for their decisions.
- Attend and contribute to Mind staff training and any other training identified as appropriate for the post.
- Occasionally travel to meetings in England and Wales and/or work unsociable hours, which may require the need for an overnight stay, evening and weekend work.
- Ensure that all responsibilities and activities within their post are consistent with the terms and spirit of Mind's mission, vision, values, policies and procedures.
- Adhere to relevant legal and statutory requirements including the Data Protection Act, Health and Safety at Work Act and relevant charity law.
- To be prepared to work flexibly (e.g. hot-desking, home-enabled working) according to business need
- Maintain an appropriate level of confidentiality at all times.
- Contribute to making Mind a greener workplace.
- We are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.



Person specification

Essential criteria

Experience:

1. Professionally qualified solicitor or barrister holding or eligible to hold a practising certificate (you will be asked to produce your qualification/practising certificate if selected for interview) or have been called to the bar and have equivalent experience to a training contract in a solicitors firm or an advisory role. We may also consider trainees near the end of their training contract with the permission of the SRA.
2. Good working knowledge of at least two areas of law that the legal team cover or demonstrate an ability to train in those areas.
3. Excellent written communication skills and the ability to write clear and accurate legal information for a range of audiences in a range of formats.
4. Knowledge and understanding of current mental health policy issues as they relate to our beneficiaries.
5. Keeping abreast of law and the legal environment and being able to implement this as part of the role
6. Willingness to deliver training.
7. Excellent oral communication skills, including the ability to explain legal issues to non-legal audiences.
8. Ability to deal respectfully and supportively with people with mental health problems who may be distressed or agitated.
9. Understanding of and commitment to Mind's mission and values.
10. Self-supporting excellent IT skills including email, MS Office and digital information systems.
11. Willingness to undertake occasional travel and unsocial hours.