



Job Description

Position Title: *Children and Young People's Lawyers*

Reports To: Head of Legal Services

Location: Edinburgh or Glasgow

We operate hybrid working with the option to work from home for part of the working week. Regular attendance in offices to work collaboratively with colleagues is required. TOIL and flexibility around your working day is offered to allow travel to client visits, court and children's hearings in different areas of Scotland as necessary.

Role Summary

You will be responsible for maintaining a varied caseload, reporting and consulting as appropriate. You will have the experience to give you confidence providing legal advice and representation to children and young people in at least one of our key areas of children's hearings, child law and public family law or youth homelessness. Comprehensive training will be provided to support you in developing your knowledge and practice in our key areas, and you will be expected to obtain certification as a lawyer for children. You will be responsible for delivery of high-quality child-centred legal services (see below for details), including child centred legal outreach services, provision of high-quality information, second-tier advice and training on children and young people's rights in Scotland. You will be highly effective in managing your time and workload, working independently with minimal supervision and managing competing priorities at a fast-pace. You will play an active role as a member of the legal team to ensure that our child centred legal services are delivered efficiently and effectively.

Lead solicitors work closely with the Director of Legal and Policy, Head of Legal Services, and Head of Legal Policy to ensure high-quality legal content and contribution from practice in all our services and projects, comply with relevant external quality standards and regulatory frameworks and achieve Clan's policy aims.

Key Responsibilities:

Legal Advice and Representation

- Independently manage a complex and varied client caseload with the minimum of supervision
- Provide a high standard of child centred legal advice and representation to children and young people, including representation at Children's Hearings, Sheriff Court and the Court of Session.
- Deliver Clan Childlaw's child centred legal outreach services: travelling to meet the client where they are, building rapport and a trusted relationship of trust, taking a trauma informed and child led approach to advising and taking instructions, communicating complex legal issues in a straightforward, clear way.
- Manage your own files and consult and collaborate with colleagues, instruct counsel, and other experts as required to ensure the most effective advice and representation and manage risk in casework.
- Draft and lodge, or instruct and arrange lodging and service of legal documents as required.
- Perform all administrative tasks and functions in relation to your own client casework, including all administration, legal aid and feeing, file closing, monthly file reviews, and estimating value of Work In Progress.
- Use the online case management system with a high degree of accuracy, timeliness and quality control of content
- Ensure clients are given the opportunity to feedback on their experience of working with a lawyer and Clan Childlaw.
- Maintain awareness of developments in all relevant areas of law and undertake appropriate Continuing Professional Development (CPD).
- Conduct legal research to a high standard
- Maintain high level of professionalism and discretion with the ability to handle

sensitive and confidential information with integrity.

Legal Services

- Provide high-quality legal information and guidance on the law affecting children and young people and on children's rights and communicating complex legal issues in a straightforward, clear way through our Scottish Children's Rights Helpline.
- Maintain strong working relationships with partner agencies, and external stakeholders.
- Develop and deliver training and information on children's rights
- Make specific practice-based contributions on agreed aspects of policy development.
- Assist with developing, implementing, and maintaining Clan Childlaw's accessible information on the law for children and young people (e.g., website, printed information, and social media).

Teamwork

- Work positively and effectively as part of a team and with colleagues in all roles at every level.
- Participate in rotas, child centred outreach, duty solicitor schemes and helpline cover, as required.
- Be mindful of the time and workload of others in the team.
- Work collaboratively, flexibly and pragmatically to provide support and cover to others as required and ensure performance, efficiency and development within the team of Solicitors
- Take care of your own health and safety and welfare, and that of others who may be affected by you.
- Assist with facilitating and maintaining Clan Childlaw's consultation with young people on development and delivery of legal services.
- Maintain a flexible approach to work and adapt to changing circumstances and expectations.
- Advance all the aims and objectives of Clan Childlaw.

- Represent Clan at public forums and assist with the publicity and promotion of the organisation.

Essential Criteria and Qualifications

- An enrolled solicitor with a full, post-qualified and unrestricted practising certificate from the Law Society of Scotland.
- Knowledge of civil justice systems including the Children's Hearing System
- Experience in at least one of the following: housing and homelessness, the law on care and social work duties to children, Children's Hearings, judicial review, public family law, child law, and a motivation to develop your knowledge to advance children's rights and child-centred working.

COMPETENCY MANAGEMENT FRAMEWORK & SKILL LEVEL		(ALL ESSENTIAL ASSESSED AT INTERVIEW) Indicators of Developed-Level Practice
DATA DRIVEN DECISION MAKING	Developed	Uses legal, operational, and case information to make informed decisions, manage risk, and support effective outcomes for children and young people. Maintains accurate case management, reporting, and administrative processes to ensure high-quality and accountable legal service delivery.
STRATEGIC THINKING	Developed	Understands how individual casework, outreach, and legal services contribute to advancing children's rights and Clan Childlaw's wider strategic aims. Identifies opportunities within casework to improve practice, influence systems, and strengthen outcomes for children and young people.

PROACTIVE OWNERSHIP	Developed	Takes responsibility for independently managing a complex and varied caseload with minimal supervision. Uses initiative to progress casework, resolve issues proactively, and deliver high-quality child-centred legal services in a timely and professional manner.
MANAGING MULTIPLE PRIORITIES	Developed	Effectively manages competing priorities across court work, hearings, outreach, helpline duties, stakeholder engagement, administration, and client support while maintaining high standards of accuracy and professionalism. Responds flexibly and efficiently to urgent and changing demands.
ADAPTIVE THINKING	Developed	Responds effectively to changing client needs, legal developments, and operational priorities using sound judgement and a child-centred approach. Communicates complex legal issues clearly and accessibly to children, young people, and a range of stakeholders.
INSPIRING LEADERSHIP	Developed	Demonstrates professionalism, accountability, and child-centred practice in all aspects of work. Positively supports colleagues, contributes to an inclusive and collaborative team culture, and represents Clan Childlaw confidently in professional and public settings.
RESILIENCE	Developed	Maintains professionalism, empathy, and attention to detail while managing sensitive, emotionally demanding, and fast-paced work. Uses reflective practice and appropriate support

		to sustain wellbeing, resilience, and effective performance.
INTEGRITY	Developed	Demonstrates the highest standards of professionalism, discretion, and ethical practice when handling sensitive information and complex casework. Maintains compliance with legal, regulatory, and organisational requirements and acts consistently in accordance with children's rights and organisational values.
COLLABORATIVE IMPACT	Developed	Works collaboratively with colleagues, partner agencies, counsel, and external stakeholders to deliver effective child-centred legal services and improve outcomes for children and young people. Shares knowledge constructively and contributes positively to organisational effectiveness and team development.