

**Person Specification**

**Job title:** Legal Officer (Employment law)

The following skills, experience and knowledge are all essential requirements of the Legal Officer’s post. You must demonstrate in your application how you meet each of the following criteria.

**1. Qualifications**

A qualified solicitor, barrister or CILEX member able to practise in England and Wales with entitlement to a full practising certificate

Applicants who can demonstrate the required skills and experience and can meet the relevant regulatory requirements will also be considered

**2. Knowledge**

A demonstrable knowledge of employment, harassment and discrimination law and practice

An understanding of the law and policy issues affecting women and in particular current legal issues relating to vulnerable and/or disadvantaged women including Black and minoritised women

**3. Delivery of service – key skills**

An ability to deliver legal advice services, verbally and in writing to a lay audience

An ability to develop and deliver training courses to a range of audiences or the ability to quickly acquire the same

Excellent communication and inter-personal skills, including an ability to speak to a range of audiences

An ability to research legal and policy issues and produce written publications and information for a range of audiences

**4. Organisation and administration skills**

Excellent organisational skills, ability to plan own work and meet deadlines

An ability to maintain clear and accurate records using ROW’s CMS system and all other systems related to the role

An ability or willingness to learn website skills to draft, edit and upload information to ROW’s website

Proficiency in the use of MS Office

An ability to work alone and as part of a small team on a remote basis

**5. Desirable**

Experience managing and coordinating volunteers

**6. Commitment**

A demonstrable commitment to equality, diversity and inclusion

A demonstrable commitment to the aims and objectives of Rights of Women and an understanding of how this role will contribute to fulfilling these aims

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