

**Ref: LSM**

**Application Form for the post of Legal Support Manager (p/t)**

Send your completed application form to PILS’ Senior Engagement Lead, Emma Cassidy at PILS. You can **email your application to** **emma@pilsni.org** **or post a hard copy** to PILS, Community House, City Link Business Park, 6a Albert Street, Belfast, BT12 4HQ. If you are posting your application to us, please mark the envelope ‘Confidential’.

Closing date for receipt of completed application forms is **5.00pm on 25 April 2025.**

Your application – either email or hard copy – must have reached PILS by the closing date and time. We will not be considering any applications received out of time.

We are planning to undertake interviews in the week commencing 12 May 2025.

Please complete all sections of this form clearly.

**PERSONAL DETAILS**

**Name:**

|  |  |
| --- | --- |
| Surname: | Name(s): (Underline the name by which you are known) |

**Address:**

|  |  |
| --- | --- |
| **Apartment name and apartment number** |  |
| **House number/name and street name** |  |
| **City/Town** |  |
| **Postcode** |  |

**Contact details:**

|  |  |
| --- | --- |
| Preferred contact number: | Email: |

**EMPLOYMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| Are you currently employed?  | Yes ☐  | No ☐ |

**Please give details of your employment history, starting with your most recent job.**

We are particularly interested in your work experience that is relevant to this vacancy.

You can also include details of any relevant voluntary work. In doing so, please make this clear so that it can be distinguished from your paid employment.

If you are providing details of more than three positions, please continue on a separate sheet at the end of the application form.

|  |  |
| --- | --- |
| **Period of employment (MM/YY – MM/YY):** | **Employer’s name and address:** |
| **Title/role:** |
| **Summarise your main duties (no more than 250 words):** |
| **Reason for leaving:** |

|  |  |
| --- | --- |
| **Period of employment (MM/YY – MM/YY):** | **Employer’s name and address:** |
| **Title/role:** |
| **Summarise your main duties (no more than 250 words):** |
| **Reason for leaving:** |

|  |  |
| --- | --- |
| **Period of employment (MM/YY – MM/YY):** | **Employer’s name and address:** |
| **Title/role:** |
| **Summarise your main duties (no more than 250 words):** |
| **Reason for leaving:** |

**EDUCATION AND TRAINING**

**Please give details of your relevant education after secondary school and any training or qualifications you’ve completed.**

(Start with your most recent qualifications and work backwards)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** | **Institution** | **Title of qualification** | **Results/Grades** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EXPERIENCE**

**Only the information on this form will be used for short-listing purposes.**

Under each question below and in no more than 300 words per answer, please set out how you meet each of the following **essential criteria**:

1. **A law degree or a degree in humanities or social sciences plus two years’ experience carrying out casework in a legal environment OR five years’ experience carrying out casework in a legal environment.**
2. **An understanding of the legal landscape in Northern Ireland or a demonstrable ability to gain and develop such an understanding.**
3. **An understanding of human rights and equality issues in Northern Ireland or a demonstrable ability to gain and develop such an understanding.**
4. **Excellent written communication skills. Experience of giving guidance and/or advice in person or by telephone/video calls.**
5. **Ability to carry out high quality legal research and analysis, including searching and applying relevant case law and legislation.**
6. **Ability to prioritise and meet deadlines. Excellent organisational skills.**
7. **Ability to work on own initiative and as part of a team.**
8. **Commitment to issues of rights, equality and social justice. Commitment to work in a non-partisan way with all sections of society.**

Under each question below and in no more than 300 words per answer, please set out how you meet each of the following **desirable criteria**:

1. **Experience in human rights law, judicial review and/or public interest litigation. Experience, knowledge and understanding of issues of rights, equality, social justice.**
2. **Experience of writing applications to trusts and/or foundations for funding.**
3. **Experience of delivering training or seminars (not limited to legal topics).**
4. **Familiarity with legal technology/case management software.**
5. **Excellent public speaking skills.**

**WORKING ARRANGEMENTS**

**Please answer the following questions by ticking yes or no:**

|  |  |  |
| --- | --- | --- |
| Are you available for occasional evening/weekend work? | Yes ☐ | No ☐ |
| Are you willing to travel for work purposes? | Yes ☐ | No ☐ |
| Are you happy to work in the office for a minimum of 40% of your working week? | Yes ☐ | No ☐ |

**IT LITERACY**

**Please rate your experience from 1 to 5 with the IT systems listed in the table below. 1 indicates that you have no previous experience and 5 indicates that you can confidentially use the application.**

**If you have used equivalent or similar applications, please feel free to add these as new rows to the bottom of the table.**

|  |  |
| --- | --- |
| **Application** | **Experience rating** |
| MS Outlook |  |
| MS Word |  |
| MS Excel |  |
| MS Powerpoint |  |
| MS Sharepoint |  |
| MS Teams |  |
| AdvicePro (Case management system) |  |
| Zoom |  |

**DISABILITY**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have or have had a disability that is relevant to the position for which you are applying?  | Yes ☐ | No ☐ |

If you have answered ‘Yes’, please provide us with any relevant information about your disability and your requirements so that PILS can:

* process your application fairly
* make any specific arrangements for your interview

**REFEREES**

Please give names and addresses for two referees. If you are currently employed, one referee should be your current employer.

**Please note that a reference will only be sought from successful candidate(s) following interview.**  A reference will not be sought from your current employer without your prior consent.

The referees will not be asked to provide a character reference. They will be asked to confirm how long they have known you and in what capacity they know you. If they are a current or former employer or manager, they will be asked to confirm your basic employment details (as you have provided in this form). Your most recent employer/manager will also be asked to confirm any periods of sickness absences and whether or not you were subject to any disciplinary procedures in the last two years.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Organisation** |  |  |
| **Job title/Role** |  |  |
| **Relationship to you (eg, line manager)** |  |  |
| **Address** |  |  |
| **Email** |  |  |
| **Telephone/mobile number** |  |  |

**Data Protection**

PILS is committed to the protection and safeguarding of all personal data. The information obtained from this form will be held for the purposes of assessing your suitability for the post, to progress your application throughout the recruitment process and to help us to improve our recruitment process.

We will use your contact details to contact you to progress your application. We may also contact you afterwards to request your feedback on the recruitment process.

We do not collect more information than we need to carry out the recruitment process and we will not keep it for longer than necessary.

Your data will not be shared with any third parties.

**DECLARATION BY APPLICANT**

|  |
| --- |
| I confirm that I consent to PILS holding and processing my personal data for the purposes set out above.*If you do not provide this confirmation by ticking the box, we are unable to progress your application for this role and we will securely dispose or and/or delete your forms.* |[ ]

To the best of my knowledge and belief, the information given on this form is true and accurate. I confirm that this application is set out in my own words and that the use of any AI tools or applications has been limited to checking and correcting spelling or grammar.

**SIGNED\***

**DATED**

\*Electronic signatures are accepted.