CENTRE FOR MILITARY JUSTICE
Justice - Welfare - Law

Centre for Military Justice

Information Pack

Race/religious discrimination lawyer/caseworker (part-time, 2 days a week)

COMMUNITY FUND

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We are looking for a confident, independent lawyer or experienced caseworker to support our information & advice service, support clients that wish to make formal service complaints, litigate employment law, human rights and/or public law cases, undertake policy and outreach with the armed forces sector and meaningfully contribute to the development of our tiny but thriving charity. The focus of the work will be on tackling racism in the armed forces although there may be some casework touching on other areas such as sex discrimination and armed forces legal reform.

We invite applications from anyone who meets the job description. It is an opportunity for a lawyer that can work both pro-actively and collaboratively. The role is fully remote at present but there is close working with the Director (also a lawyer) and a second solicitor.

CMJ is a lawyer-led charity, which was founded by Mr Des James, the father of Pte Cheryl James, one of the young soldiers that died at Deepcut Barracks, Brig (Ret'd) John Donnelly, the former Director of Army Personnel Services, Sian Nicholson, a senior fundraiser, and Emma Norton, a lawyer, in 2019. We are a (sometimes extremely) critical friend to the armed forces. In the last four years we have shown the CMJ to be a vital progressive, sometimes lonely voice within the military sector addressing such important issues as the threat to repeal the Human Rights Act, the legacy proposals for Northern Ireland and the discriminatory treatment of women and minoritised service personnel. Some examples of our legal cases can be seen here.

In the context of our strategic objectives, we act directly for individuals, and we work closely and collaboratively with other public interest and armed forces organisations. We provide policy briefings on different legal aspects of armed forces life. We have given evidence in Parliament and advised MPs on various issues such as the Overseas Operations Bill, the Armed Forces Bill 2021 and the Defence Inquiry on Women in the Armed Forces.

CMJ funding comes from a range of independent sources, including donations from the legal sector and charitable grants.

Employment information

Job title: Lawyer/caseworker

Contract term: Two year fixed term (funded by the National Lottery Community Fund)

Location: Remote working.

Hours: Two days a week.

Salary: £40,000 pro rata (£16,000).

Leave: 28 days a year, pro rata.

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Probation period: 3 months.

Payment method: Payment is made by electronic transfer on or shortly before the last Friday of each month.

Flexible working:
CMJ is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their caring responsibilities or hold another job.

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Job Description: Lawyer/caseworker

The lawyer/caseworker will be responsible for developing and maintaining conduct of a caseload which is likely to be a mixture of employment law cases, service complaints and, possibly, judicial review work. The focus of the work will be to support racially minoritised Service Personnel and veterans in various ways. In addition, the caseworker will provide general legal advice and information through our online enquiry and telephone service on an ad hoc basis. They may also produce briefings on wider issues of concern to the armed forces that fall within our area of expertise.

The post holder will work with the Director, external consultants and stakeholders (including former clients of the CMJ) to design and offer a programme of outreach work to the armed forces community on tackling racism in the armed forces.

Primary Duties and Responsibilities

The following are primary duties of the lawyer/caseworker:

Casework

1. Develop and maintain a manageable caseload of employment law and (subject to experience) other cases on behalf of individuals.

2. Where funding might be available (such as through insurance or third party), to secure that funding. (Please note that the CMJ does not have a legal aid contract though and separate arrangements are in place for the rare occasions where a matter may be legally aid-able, which involve referring out).

3. Provide general advice and assistance, information and sign posting through our information service.

4. Assist in the preparation of briefings and materials on matters arising from our case work that will be made available to the public via our website.

5. Prepare funding applications, as necessary.

6. Ensure that casework and other case administration is undertaken in a timely and appropriate way.

7. Compliance with all professional requirements.

Outreach

8. To assist in (and in due course lead) the design and development of a programme of outreach work with the armed forces community on how to address the particular challenges faced by black and minoritised Service Personnel. To include twice yearly training at the Defence Academy.

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General

9. Assist others with gathering data for monitoring and evaluation, both internal for the CMJ's Trustee Board and external for funders and stakeholders.

10. Undertake general administration and word-processing in connection with own work, using our cloud-based case-work system Law Fusion (operated by Access Legal). The role is entirely self-servicing and there is no administrative support at present. Efficient accurate electronic filing is vital. A computer will be provided.

Person Specification:

Knowledge, skills and competencies	**Essential**	**Desirable**
Understanding of, and commitment to, the aims of the Centre for Military Justice	✓	
Awareness of current social and legal issues in the armed forces sector		✓
Understanding of and commitment to principles of anti-racism and what it means to be anti-racist	✓	
Understanding and experience of litigating or advising on the Equality Act 2010 (EqA), in particular in relation to the protected characteristics of race and religion	✓	
Awareness of current social and legal issues in the human rights, public law or access to justice sector	✓	
Qualified solicitor or barrister in England and Wales with EqA expertise, or similar CILEX – OR significant experience of relevant legal casework	✓	
Excellent oral and written communication skills	✓	
Experience in conducting employment law litigation independently to a high standard		✓
Experience in conducting or assisting with strategic and complex judicial review litigation		✓
Ability to develop creative legal strategies, including in litigation	✓	
Experience of engaging with organisations on wider issues of equality, diversity and inclusion (arising from the CMJ's casework)		✓
Expertise and confidence to build and maintain networks	✓	
Working knowledge of funding litigation and casework		✓
The ability to communicate complex legal issues clearly, both orally and in writing, to various audiences	✓	

The ability to represent CMJ in external fora including at meetings with Government representatives, Parliamentarians and other civil society organisations as required	✓	
Experience of influencing externally including dealing with the media		✓
Experience of engagement in policy or legislative developments with Government, Parliamentarians and other civil society organisations		✓
Personal qualities, commitment and values	**Essential**	**Desirable**
Commitment to CMJ's core values of equality, integrity, expertise and collaborative working	✓	
Ability to be self-servicing, including word processing skills, and to work flexibly and collegiately within a multi-disciplinary team	✓	
Able to communicate effectively	✓	
Willingness and ability to travel to other parts of the country, very occasionally staying overnight		✓
Personal commitment to development and learning		✓
Right to work in the UK	✓	

Application process

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

To apply, please send a cover letter setting out how you meet the person specification, and what you can bring to the charity, along with a CV, to information@centreformilitaryjustice.org.uk

Your cover letter and CV should together comprise no more than 6 pages.

The deadline for applications is 4pm Friday 13 September 2024

A recruitment panel will be nominated for the 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.

We hope to hold interviews early October 2024, tbc.

Further information about the interview process will be provided to short-listed applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview (possibly two interviews) with a panel of at least two people. Please let us know in advance of your interview if you have a disability which may interfere with your

ability to take part in a test and CMJ will make reasonable adjustments to ensure the process is fair to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification.