

# Job Description



<b>POST TITLE</b>	Casework support internship
<b>ACCOUNTABLE TO</b>	Head of Casework
<b>HOURS</b>	Part time, 16 hours per week
<b>LOCATION</b>	London (potential for remote working)
<b>SALARY</b>	Daily expenses + stipend
<b>ANNUAL LEAVE</b>	N/A
<b>DURATION</b>	6 months

## Position overview and accountability

This new internship is the first of its kind, you will assist the casework team in drafting case profiles on key cases, supporting the team to draft letters of complaints and researching key legal developments and their implications.

## Main Responsibilities

1. Drafting letters of complaint to various bodies
2. Drafting case profiles
3. Compiling research on legal topics and caselaw
4. Support head of casework to achieve objectives
5. Taking messages and fielding calls for casework team
6. Uploading old case files to casework database

## Necessary skills

1. Will have a degree in law or equivalent
2. Strong interest in legal topics and legal developments
3. Strong command of the English language and drafting skills
4. Be adaptable and able to work under pressure and with short deadlines

## Desirable skills

- A good understanding of terrorism laws and policies
- Prior experience summarising legal documents and case notes