

Mercy Law Resource Centre

25 Cork St, Dublin 8

Phone: 01 4537459

Fax: 01 4537455

Email: info@mercylaw.ie



Title:	Managing Solicitor (maternity cover – 1 year fixed term)
Employer:	Mercy Law Resource Centre
Reports to:	Board of Directors
Salary:	€63,000
Working Hours:	Full-time. Part-time/flexible working arrangements may be considered
Duration:	1-year fixed term contract
Location:	25 Cork Street Dublin 8. Hybrid arrangements may be considered

Background information

Mercy Law Resource Centre (MLRC) is an independent law centre, company limited by guarantee and registered charity. MLRC uses the law to help those who are homeless or at risk of homelessness through:

- Free legal advice in the areas of social housing and related social welfare law;
- Legal representation in appropriate cases;
- Policy work advocating for change in laws, policies and attitudes that unduly impact our client group;
- Legal support and training to those working with people who may face homelessness; and
- A befriending service, where clients without social supports are matched with a volunteer befriender.

For more details on MLRC's work, please see our website www.mercylaw.ie

Role of Managing Solicitor (maternity cover – 1 year fixed term) with MLRC

The Managing Solicitor is responsible for the overall running of MLRC. Specific responsibilities include:

Leadership

- Implement MLRC's Strategic Plan;
- Promote a culture that reflects MLRC's values and ensures organisational effectiveness;
- Manage relationships with key stakeholders;
- Act as primary spokesperson for MLRC.

Management

- Oversee legal and non-legal operations of MLRC;
- Manage all staff and volunteers;
- Report to the Board and Board sub-committees;
- Ensure high standards are developed and maintained in office procedures and case management and, in particular, that services are delivered in a way that respects the needs of our clients.

Legal and policy

- Manage solicitor team and oversee all legal casework of MLRC, including delivery of legal clinics and delivery of legal information and training to organizations dealing with homelessness;
- Monitor activity to ensure casework is undertaken with a view to achieving advances for our communities in the area of human rights and social justice;
- Undertake selected strategic legal casework where possible;

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- Lead in developing policy and law reform proposals on issues affecting our client group with support from Solicitor team and the Communications & Fundraising Lead;
- Lead engagement with industry stakeholders and consultative groups with support from Solicitor team and the Communications & Fundraising Lead.

Finance, Fundraising and Compliance

- Manage all aspects of legal and regulatory compliance of MLRC with support from relevant staff;
- Manage implementation of fundraising strategies with support from Communications & Fundraising Lead, including overseeing development of key relationships, funding applications and reporting;
- Ensure proper financial management and reporting in line with Finance Policies and Procedures with support from the Finance Officer.

Requirements

Essential Requirements

- A professional qualification as a solicitor, holding or entitled to hold a practicing certificate from the Law Society of Ireland;
- Minimum 3 years PQE or equivalent management experience at appropriately senior level;
- Experience of litigation at Superior Court level;
- Excellent communication and interpersonal skills and the ability to command the confidence of funders, donors and other stakeholders;
- A professional attitude with an ability to lead a team and manage workloads under pressure.
- Enthusiasm and commitment.

Desirable Requirements

- Prior achievements in delivering on organisational vision and strategy;
- Experience of handling a variety of legal and policy matters;
- Experience of judicial review and/or public law and/or human rights law in practice;
- Knowledge of public interest law and demonstrated interest in the principle of access to justice.

Terms and Conditions

The Managing Solicitor (maternity cover) position will be offered as a 1 year fixed term contract commencing in May/June 2024. An earlier start date may be possible. The role is ideally full time, however a part time or flexible arrangement may be considered. The position is based at Mercy Law's offices at 25 Cork Street Dublin 8 but hybrid working arrangements may be considered.

Application

Please email a CV and cover letter setting out your interest and suitability for the position to the MLRC Managing Solicitor, Aoife Kelly-Desmond, at aoife@mercylaw.ie. Incomplete applications will automatically be disqualified. MLRC is an equal opportunities employer.

Closing date for applications is 5pm on Wednesday 14 February 2024.