Alternative Career Options for Law Students

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**Legally-related employment**

The purpose of this document is to illustrate ways in which Law students can use the many transferable skills developed on an LLB, an LPC or a BPTC to find an alternative to working as a solicitor or as a barrister. Some students find that having studied Law, they simply do not wish to enter the legal profession. For other students, it may be that applications for training contracts or pupillage have not yet yielded success and that they wish to enter alternative work as a way of gaining legally-related experience. In this instance, the development of key legal skills will help to enhance an individual’s CV and may well help them to net that elusive training contract or pupillage.

Law students develop many key transferable skills. When considering alternative careers, it can be helpful to first consider the following points.

Are you considering an alternative career because you simply do not wish to enter legal practice? In other words, are you looking for a career which utilises some of the skills that you have developed, but one which is substantially different and away from the law?

Or would you prefer to enter a career which is substantially legally-related?

Which skill(s) would you most like to utilise?

Here are some of the skills that may be utilised and further developed by an alternative career.

- Legal research
- Drafting documents
- Written skills
- Advocacy/negotiation on behalf of a client
- Advisory skills
- Interviewing somebody to elicit key information
- Translating legal concepts or complex ideas into everyday language
- Analysis of complex material/documentation
- Problem-solving
- Strategic thinking
- Networking and the ability to build a client base
- Commercial awareness/business acumen

Law graduates are generally well-regarded by employers because of the extensive range of skills that they are equipped with. In addition, competition for entry to Law degrees in recent years has meant that Law graduates tend to have achieved high grades before coming to university.

It is impossible to provide an exhaustive list of every career that might be entered. The aim of this document is to provide some alternative ideas.
1. Careers which are substantially related to law

Many students will consider working as a paralegal in private firms of solicitors. This work is dealt with in the Careers & Employability Service guide “Work as a Paralegal.”

Careers which involve written/research skills

The Law Commission (www.lawcom.gov.uk) runs an annual research assistant recruitment campaign. The Commission was set up as an independent body under the Law Commissions Act (1965) to make recommendations to government for the reform of law in England & Wales. The vast majority of the Commission’s recommendations are taken up by Parliament.

There are 5 Law Commissioners, assisted by a team of lawyers + research assistants. A typical project involves researching an area of law where problems have arisen (eg. because current law has been badly drafted and is not achieving what was intended, or there are “loopholes”). The Commission appoints research assistants on a fixed-term 12 month contract, usually recruiting with a closing date of late January/early February for the following September. Applications can be made from January 1 in the year of appointment.

This is a high profile position and is likely to add prestige to a student’s CV, thus helping in the search for a training contract or pupillage. It may be of particular benefit to BPTC students who are seeking pupillages in areas of law in which opinion writing is important (eg. Public Law.)

There are a range of other government departments and other organisations which may recruit legal researchers, or require written skills. Here are some examples:

The Foreign and Commonwealth Office recently advertised for a legal researcher. This job involved conducting legal research for FCO legal advisors, the primary focus being on Public International Law. It entailed providing operational briefings for meetings of international legal bodies at which the UK is represented, for intergovernmental negotiations and assisting in the preparation of cases before international tribunals.

To search for positions within different government departments & public agencies, go to the Civil Service recruitment gateway (www.civilservice.gov.uk/jobs/index.aspx.) Other departments that might be of interest to Law students include the Criminal Records Bureau, the Health & Safety Executive, the Home Office, the Land Registry, the Office of Fair Trading, the Serious Fraud Office and the UK Border Agency, as well as the various regional Government Offices.

Jobs advertised in the past in the Law Society’s Gazette, notified directly to the Law School or MMU Careers & Employability Service have included:

- Home Office – Immigration Appeals Presenting Officer
- Office of Fair Trading – Assistant Case Officers and Investigation Officers
- Office of Fair Trading- Executive Officers
- Office of the Attorney General – Know-How Officer
- Information Commissioner – Compliance Officer
NB. This document is primarily concerned with jobs outside of practice as a lawyer. The Crown Prosecution Service and Government Legal Service both offer legal trainee schemes, which are a form of training contract or pupillage, and it is possible to secure training contracts in local government with local councils.

Other legal jobs with a written research emphasis

A variety of organisations, particularly those in the not-for-profit sector, may sometimes employ legal research personnel. For example, the **Equality & Human Rights Commission** in Manchester advertised a vacancy with Manchester Law School for a paralegal to provide professional website support. It essentially involved writing & updating the legal content of the Commission’s website, having researched significant developments in Sex Discrimination law, including new case law, legislation, tribunal and court procedure.

The housing charity **Shelter** employs legal writers in their publishing division. This job involves legal research into developments in housing law, followed by the drafting of pamphlets & fact-sheets for housing advisors and for publication in housing journals.

Shelter also have in-house legal teams in their Manchester & London offices and can offer legal work experience, although strictly speaking this is not an alternative career opportunity.

NB. A number of not-for-profit organisations, pressure groups and think-tanks offer general, non-legal research positions and internships. Here are some examples of positions that have been advertised:

Shelter- research team, Policy Division
Institute of Public Policy Research- Research Internships, employed in both policy research & the Centre for Cities Team
Omega Research- human rights charity based in Manchester, recently offered a research placement to LLB students
New Policy Institute- Intern Researcher
UN Refugee Agency-Legal Protection Intern
Law Centres Federation- Research & Policy Officer

Work placements & internships may well be unpaid, but may lead to permanent researcher positions eventually.

[www.lawcareers.net](http://www.lawcareers.net)- This website has a Jobs section which lists immediate vacancies, and alternative careers options which have been advertised or enquired about recently include:

Editor for a legal publishing company
Research internship for a UK based NGO
Barrister’s assistant at a chambers
Corporate compliance intern at a pharmaceutical company
The charity **Amicus** deserves special mention. This organisation provides assistance and legal representation to prisoners awaiting capital trial and punishment in the US. Obviously the work can be very distressing as you would be involved in helping prisoners awaiting the death sentence and some students may feel it not be for them. However, it could represent an opportunity for students who are specifically interested in human rights work.

Amicus offers internships to UK law students. Interns can be placed in any state in the US which has the death penalty and will be generally placed with defence attorneys. The work involves:

Assisting in the preparation of legal submissions for trial  
Interviewing witnesses, to ascertain facts or to prepare points in mitigation  
Interviewing jurors to ascertain whether a trial was conducted fairly & properly (permissible under US law)  
Interviewing the family of the deceased  
Legal research  
Statistical analysis

Applicants must successfully complete Amicus’s training programme, which is run in central London in March & October each year. Internships are unpaid and the cost of living in the US can be high. See the website [www.amicus-alj.org](http://www.amicus-alj.org) for further details.

**Justice** - this charity/pressure group is a leading human rights organisation, aiming to promote human rights issues and access to justice, as well as advocating law reform and improvements in the criminal justice system.

**Internships**

Justice offer 2 legal research internship programmes and only accept applications from Law students & graduates.

1. **Summer**- usually 2 places available, runs June-September; closing date usually mid-May  
2. **Winter**- 5 week period, covering mid-January to the end of February; closing date usually late November/early December.

Application is by CV/covering letter, closing dates will be posted on the charity’s web-site [www.justice.org.uk](http://www.justice.org.uk) at the appropriate time.

Justice take volunteers on an ad hoc basis throughout the year, the work tends to be of an administrative or support nature. Check the Justice website to see if positions are being advertised.

Justice runs a Student Human Rights Network Programme, with events aimed at helping students to become involved with the charity. To subscribe, send an e-mail to [jshrn@justice.org.uk](mailto:jshrn@justice.org.uk).

For further information on all these options, contact Samantha Burridge, Justice, 59 Carter Lane, London EC4V 5AQ.

E-mail: sburridge@justice.org.uk
Opportunities in the not-for-profit sector in general

Opportunities in the not-for-profit sector tend to vary; it is also worth trying the individual websites of organisations that you may be interested in. The charity recruitment website www.jobsincharities.co.uk advertises some vacancies that may interest Law students.

You may also refer to MMU Careers & Employability Service’s online guide to finding work in charities & the not-for-profit sector: http://www.mmu.ac.uk/careers/students-and-graduates/resources guides/opportunities-public-sector.pdf

Other websites that may be of use include:


Legally-related positions with not-for-profit organisations are sometimes advertised in the Times Legal Supplement or on the web-site www.lawcareers.net.

Jobs within the Courts Service

Magistrates’ Courts offer trainee legal adviser positions. This is a form of training contract. In some cases, the Courts Service may fund a law graduate to do the LPC. A student who has already successfully completed the LPC will obviously be in a position to enter a trainee position immediately. Jobs throughout the Courts Service are advertised on the Ministry of Justice’s website at www.justice.gov.uk.

However, other positions are sometimes also advertised in the Law Society’s Gazette and the Times Legal Supplement. Examples of jobs that have been advertised include working as a judicial assistant for the Court of Appeal and a judicial support summary writer working for the Criminal Appeal Office.

Placements with international institutions

Traineeships with the European Union

Various institutions and bodies of the EU offer traineeships to university graduates. These are traineeships lasting up to 5 months; placements with the European Commission, the European Court of Justice and the European Ombudsman will be of particular interest to Law graduates. Some traineeships are paid, some are not and the competition can be severe. Information on traineeships is available at http://europa.eu/about-eu/working-eu-institutions/index_en.htm, from where you can click through to the information on traineeships at each individual institution or body.

The bodies and institutions offering traineeships are:

The European Parliament
The Council of the European Union
The European Commission  
The European Court of Justice  
The European Court of Auditors  
The European Economic and Social Committee  
The Committee of the Regions  
The European Investment Bank  
The European Central Bank  
The European Ombudsman  

International Criminal Court

The ICC runs an Internships and Visiting Professional Programme, welcoming applications from candidates with outstanding academic qualifications to serve as Organs of the Court for a period of between 3-6 months.

Internships/clerkships are offered in:

Presidency and Chambers  
Office of the Prosecutor  
Registry  

Further details can be found at http://www.icc-cpi.int/Menus/ICC/Recruitment/.

Legal Publishing

The legal publishing industry represents an opportunity for students to make a career using written research skills. Broadly-speaking, roles can be divided into editorial; production; sales & marketing; rights. Graduate first jobs include editorial assistant; copy editor; production assistant; rights assistant; sales representative. There may also be work involved writing & updating the content of legal websites.


Examples of vacancies advertised on the Immediate Vacancies section of www.lawcareers.net:

Legalease - Graduate Trainee, Book Production Department.  
Sweet & Maxwell - On-Line Customer Support Executive  
Globe Business Publishing - Researcher  
International Law Office - Researcher  
Practical Law Company - Research Editor
Advocacy

These opportunities may be of particular interest to BPTC graduates.

Time spent as an advocate following completion of the BPTC may aid in the search for pupillage, as you will be getting real-life advocacy experience.

There are some advocacy agencies which specialise in providing advocacy services for clients bringing or defending proceedings in various courts & tribunals, including the County Courts & Employment Tribunals.

Legal Practice Clerks - this organisation’s Agency Service provides advocates for County Court hearings throughout England & Wales and also at some High Court hearings. The types of hearings covered include mortgage possession, return of goods, Landlord & Tenant hearings, small claims trials & allocation hearings. Advocacy work generally involves appearing before a district judge in chambers; however, you may also undertake outdoor clerking work, including sitting behind counsel, gathering witness statements, conference with counsel, and the issuing and lodging of documents.

http://www.lpc-law.co.uk/lpc_law_advocacy_service.php

Peninsula Business Services - this is an Employment Law and Health & Safety consultancy. Peninsula’s in-house advocacy team provides advocates on behalf of employers to defend claims brought by employees at both Employment Tribunal hearings & Employment Appeal Tribunals. (They also employ consultants in non-advocacy roles to advise client companies.)

www.peninsula-uk.com

Vista Employer Services - is an employment law & strategic HR support consultancy based in Cheadle. They offer employment law advice to client companies aimed at improving HR strategy, the advice being focused on issues such as the recruitment of staff, dignity at work, performance management & managing discipline. They also offer training for human resources & operational staff, as well as advocacy & representation at Employment Tribunals & Appeal Tribunals.

www.vista-online.co.uk

Lloyds Employment Law Consultancy is based in Grantham, Lincolnshire and offer advice & representation at Tribunal hearings to SMEs.

They seek BPTC graduates in Legal Consultant (Tribunal) roles. They also offer non-advocacy consultant roles which include advising SMEs on a helpline and drafting employment contracts and policies for companies.

www.lelc.co.uk
Advisory work

There are a number of organisations & agencies which will give LLB, LPC & BPTC graduates the opportunity to develop interviewing and advisory skills. These will involve frontline positions, where you would interview a client to elicit key information and then advise that client on legally-related matters. Often the best way to gain a “foot in the door” is to volunteer for such an organisation. (Students who are seriously considering legal volunteering should also see the separate Careers & Employability Service hand-out “Law Students and Voluntary Advice Work.”)

Here are some examples:

Citizen’s Advice Bureau

CABs offer free advice to individuals on a wide range of matters, including social security, welfare, debt, housing, employment issues, immigration issues & discrimination at work. The vast majority of CAB advisers are volunteers.

They initially recruit volunteer Generalist Advice Workers who will undergo several months’ training before receiving the CAB Certificate in Generalist Advice Work. Manchester CAB now also recruit Gateway Interviewers who dispense initial frontline advice to clients. Training is done on a part-time basis, different CAB centres in different areas operate differently but in Manchester, you must be able to give at least 6-10 hours per week + a commitment of a minimum 6-12 months.

Paid positions- it is possible to make a career in the CAB, working as a paid Generalist Advice Worker or Gateway Interviewer, with progression available to:

Caseworker (actually taking on and progressing a case on behalf of a client, rather than pure frontline advice.)
Casework Supervisor- involves managing a client caseload + managing a team of Caseworkers.
Manager

National Association of CABs- www.citizensadvice.org.uk
National Recruitment Line- 08451 264264
Recruitment in Manchester- contact volunteering@manchestercab.cabnet.org.uk

Equality & Human Rights Commission

This body was founded on 1 October 2007 and has taken over the work of the 3 previous equality commissions- the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission. In addition to the areas that those commissions worked in, the EHRC also deals with matters of age, sexual orientation and religion or belief, as well as human rights. It is a non-departmental body and is independent of government. Its role includes the elimination of discrimination, the reduction of inequality and the protection of human rights and it has a mandate to promote understanding of the Human Rights Act.

www.equalityhumanrightsjobs.com
Police Station Representative Work

Firms of solicitors who offer criminal defence services often employ non-solicitors as **Police Station Representatives**. This essentially involves being a first point of advice for clients when they are initially arrested and brought into a Police Station.

A non-solicitor working in this role must successfully complete the Police Station Representatives Accreditation Scheme (PSRAS). You must first register as a Probationary Police Station Representative and find a Supervising Solicitor, as well as an authorised training organisation to train you. Being a probationary PSR involves passing the Written Examination (assesses knowledge of basic Criminal Law, Law of Evidence & Police Station procedures) and Part A of the Assessment Portfolio (which involves you observing 2 cases where your Supervising Solicitor gives advice to clients at the Police Station and 2 cases where you are observed giving advice.)

NB. LPC & BPTC graduates are exempt from the Written Examination.

You can then go on to complete Part B, which involves successfully advising Police Station clients without supervision, and the Critical Incidents Test. Both must be completed within 12 months of registering as a Probationary PSR. You have then completed the PSRAS.

Some firms of solicitors advertise PSR vacancies in the local press, in the Law Society’s Gazette ([www.lawgazette.co.uk](http://www.lawgazette.co.uk)) & on the website Lawcareers.Net. If seeking PSR work, it is also advisable to make speculative applications with a CV and covering letter to firms which practise Criminal Law.

Further information on becoming a PSR and a list of accredited training organisations is available on the Solicitors Regulation Authority website at [http://www.sra.org.uk/solicitors/accreditation/police-station-representatives-accreditation-scheme.page](http://www.sra.org.uk/solicitors/accreditation/police-station-representatives-accreditation-scheme.page).

Law Centres

Law centres offer free initial legal advice on a variety of matters. They employ qualified solicitors & barristers and sometimes offer training contracts. Outside of training to be a solicitor, a variety of roles may be available, including that of caseworkers (often specialising in different areas of law) and housing worker. A variety of staff from different agencies may be based in law centres.

The hand-out “Law Students and Voluntary Advice” contains more details on volunteering for a law centre, which will often be the best way to enter as many paid vacancies require some previous law centre experience and/or LSC accreditation.

There are a range of law centres around Greater Manchester, for further information go to [www.lawcentres.org.uk](http://www.lawcentres.org.uk). For paid vacancies, check the Vacancies section.

Examples of vacancies that have been advertised include:

- Caseworker (Immigration & Asylum)
- Legal Advice and Support Worker (Older People)
- Housing Caseworker
- Mental Health Team Leader
Immigration Advice Service

The IAS offers advice & assistance with applications for visas and other Immigration Law matters, including assistance with appeals.

www.iasservices.org.uk

A range of other organisations offer the opportunity to advise and support clients on legally-related matters. It is impossible to provide a definitive list.

Here are some examples:

Victim Support

This organisation has a variety of branches around the GM area. The organisation supports victims of crime and court witnesses, explaining Police & court procedures, undertaking liaison with other agencies on the victim’s behalf and attending criminal trials and other legal proceedings e.g. applications for non-molestation orders and other injunctions; representing the victim at Criminal Injuries Compensation hearings.

Examples of job roles have included Serious & Violent Crime Caseworker, Domestic Violence Development Officer & Homicide Service Support Worker. Again, volunteering is a good way to start, e-mail greatermanchestervolunteering@victimsupport.org.uk for further information.

Mind- this mental health charity is based in London. (There are also approximately 160 local Mind groups which are affiliated to Mind nationally.) They represent and give advice to clients with mental health issues and their careers, as well as campaigning on mental health issues.

www.mind.org.uk

Shelter- as well as offering legal writing positions, as seen above, this housing charity has small teams of Legal Advisers based in housing aid centres, including a team based in the north-west, as well as in London.

www.shelter.org.uk

Other charities that might offer legally-related advisory roles include:

Howard League for Penal Reform
Age Concern England
Mencap

The Legal Action Group represents a variety of charities and not-for-profit organisations involved in legal advice work relating to social issues. They produce a monthly magazine which contains details of vacancies.

Legal Action Group, 242 Pentonville Road, London N1 9UN.
Tel. 020 7833 2931
E-mail: lag@lag.org.uk

Some vacancies are posted on the Legal Aid Practitioner Group’s website at www.lapg.co.uk.

The website www.jobsincharities.co.uk may also carry details of legally-related vacancies.

**Legal recruitment**

Legal recruitment agencies specialise in recruiting solicitors and other fee-earners for firms. Although a background in Law is by no means a requirement, a law degree and an interest in sales work & marketing will make a graduate attractive to many agencies: as will a proven ability to meet targets and thrive in a competitive environment. This may be evidenced by success in non-legal, part-time work whilst a student. For example, gaining promotion or other success in a retail job. Some GDL students may have experienced considerable success in commercial, marketing or PR roles before studying Law.

There are several legal specialists in the market; agencies based in Manchester include Michael Page Legal, G2 Legal, BCL Legal, Hudson Legal & Anakin Seal. A number of agencies are based in London, and many advertise in the back pages of the Law Society’s Gazette, where full contact details are given. Some vacancies are advertised on the website www.totaljobs.com.

**Licensed conveyancer**

This profession started in May 1987 when the Administration of Justice Act (1985) allowed conveyancing services, which had previously been the sole preserve of solicitors, to be provided by licensed conveyancers. Licensed conveyancers are therefore specialist property lawyers who are qualified in, and solely provide, conveyancing services. They may be employed by companies who specialise in providing residential conveyancing services or by firms of solicitors as a conveyancing specialist.

The profession is regulated by the **Council for Licensed Conveyancers (CLC)**. In order to qualify, students must successfully complete both the **Foundation** and **Final** examinations. Candidates must also register with the CLC as a student and complete 2 years of full-time supervised work, known as **Practical Training**. (Part-time work counts count Pro Rata.) This is generally expected to be assisting in the provision of conveyancing services with a solicitor or licensed conveyancer, or another organisation licensed to do conveyancing. A candidate may study for the CLC examinations part-time whilst simultaneously completing the Practical Training.

The CLC examinations comprise the following:

- **Foundation**
  - Introduction to Conveyancing (assignments); Introduction to Law and Legal Method (assignments); Law of Contract (examination); Land Law (examination).

NB. LLB, GDL & LPC graduates may well receive exemptions from elements of the examination. Every application for exemption will be judged on an individual basis. However, the CLC website suggests the following exemptions may be applicable.

Qualifying law degree- exemption from all.
Graduate Diploma in Law- exemption from Law of Contract and Land Law.

LPC- exemption from all.

**Final**

Accounts (examination); Conveyancing Law & Practice (examination); Landlord & Tenant (examination).

The CLC website suggests that a qualifying law degree or GDL gives no exemptions from the above elements, but that successful completion of the LPC gives exemption from the Conveyancing Law & Practice + Landlord & Tenant elements. LPC graduates may complete the Accounts element by completing the CLC Distance Learning assignments & an Accounts past paper with a pass mark of 50% (thus avoiding the Accounts examination.)

In addition to the £125 student registration fee, the CLC qualification costs £85 per subject. Candidates must pass all the exams (both Foundation & Final) within 7 years of registration. Exams are held in January & June each year and candidates are allowed 3 sittings of an exam before they must re-sit the entire level.

The CLC can provide a list of colleges in England & Wales which run the course. The CLC itself is the sole provider of the Distance Learning course.

To request further information, contact: The Director of Education & Training, Council for Licensed Conveyancers, 16 Glebe Road, Chelmsford, Essex CM1 1QG.
Tel: 01245 349599

www.clc-uk.org

**Accident Claims Management**

In recent years, personal injury work has been a fast-growing area of law. This can be evidenced by the no. of solicitors’ firms in Manchester who specialise in this area. This growth has also seen the development of companies who specialise in “claims management.” Most work tends to relate to road traffic accidents. This essentially means liaising between an individual who has either been the victim of an accident, or has caused an accident, and the Third Party & his/her solicitors in order to expedite the claims process and minimise or maximise the claim.

The work can involve taking calls from individuals who have just been involved in an accident, reassuring the client that the claim will be dealt with whilst obtaining relevant information relating to liability & quantum.

Third Party work involves contacting the Third Party involved in the accident, if it is considered he/she is innocent, in order to attempt to negotiate with him/her before they contact their own insurers and solicitor. The idea is to “capture” the claim and reach a successful settlement quickly, having hopefully minimised the cost of the claim. Some companies involved in this work also advertise vacancies on websites such as [www.prospects.ac.uk](http://www.prospects.ac.uk) (Graduate Prospects, general graduate careers website) and
Insurance companies are likely to increasingly employ personnel in claims roles, or may develop units aiming to combat claims capture companies!

Example of a vacancy advertised on the Graduate Prospects website:

**Accidents Direct- Claims Executive**

**Barrister’s clerk**

Although a degree in Law is by no means required to become a barrister’s clerk, this is a possible option for Law graduates who wish to remain closely involved with law. The role requires strong managerial, organisational, administrative & negotiation skills and the word “clerk” probably makes the job sound more junior than it is.

Barrister’s clerks are full-time, salaried employees of barristers’ chambers. They essentially allocate barristers to cases having received requests from solicitors. This involves discussing the case & client requirements with the client’s solicitor and selecting the barrister most suitable for the case in terms of ability, experience and specialisation. The role also requires negotiating the barrister’s fees with the client’s solicitor, planning the conduct of the case in terms of time allocation and arranging conferences between the solicitor, client and barrister.

Job vacancies are advertised on the website of the **Institute of Barristers’ Clerks**.

The Institute of Barristers’ Clerks (IBC), 289-293 High Holborn, London WC1 7HZ.

Tel. 020-7831-7144

[www.ibc.org.uk](http://www.ibc.org.uk)

**Legal costs services**

Legal costs firms apply case law rules and regulations in legal costs negotiations with claimant solicitors and draft Bills of Costs at the conclusion of cases. Legal fees are often the most expensive item in legal litigation and sometimes dwarf the sum for damages that the litigants have been fighting over!

Hence many cases require costs hearings separate from the main trial, with a judge determining which side should bear the legal fees for which segments of the case.

A variety of firms are involved in this work, many advertise in the back pages of the **Law Society’s Gazette** and in the **Varsity Directory of Legal Services**. Some firms of solicitors employ their own in-house costs personnel.

A speculative approach with a CV and covering letter may be a worthwhile approach for law students considering entering this work. Some vacancies may be advertised on Lawcareers.Net, the Law Society’s Gazette jobsearch function online and on the Graduate Prospects website ([www.prospects.ac.uk](http://www.prospects.ac.uk))

The usual entry position is that of trainee law costs draftsperson.

Some positions include the opportunity to draft pleadings and attend court hearings, alongside the more routine negotiation with solicitors and drafting of Bills of Costs.
Criminal Cases Review Commission

The CCRC is the independent body set up to review possible miscarriages of justice in England, Wales & Northern Ireland. They assess whether or not convictions or sentences should be referred to the Court of Appeal.

They employ a variety of staff, but the most likely entry point for a recent Law graduate is Case Review Manager. This role involves considering representations from applicants or their representatives and deciding, on the basis of objective evidence, whether their allegation or complaint merits an investigation. Case Review Managers manage a portfolio of cases where they gather and assess information, manage the investigation process and present their findings to Commissioners.

Criminal Cases Review Commission, Alpha Tower, Suffolk Street Queensway, Birmingham B3 2PW.

Tel: 0121 233 1473

www.justice.gov.uk/ccrc

Miscellaneous

I have attempted in this section to present alternative career ideas which are substantially legally-related. Not all these types of jobs fit into neat categories, there are a range of “miscellaneous jobs” which often require or would suit a background in legal study. Here are a few examples of advertised vacancies which I have come across.

Lawspeed Limited (legal consultancy, based in Brighton) - Legal Consultant
UK Film Council- Legal Assistant (Business Affairs)
Citizenship Foundation- Magistrates’ Court Mock Trial Project Officer

2. Other careers

In this second section, we are looking at careers which are not substantially legally-related, but which involve elements of Law, and where a background in Law and legal skills will be helpful. Again, it is impossible to provide an exhaustive list of options as Law graduates end up in a huge variety of jobs, I am aiming to simply provide some ideas.

Police work

Police forces offer a variety of career paths in both uniformed & non-uniformed roles. The Police Recruitment website gives a list of possible roles, first visit their website at www.policecouldyou.co.uk to find out more.

Individual Police forces conduct their own recruitment according to operational needs. After making an initial written application, applicants are selected for a national assessment centre. This consists of interactive exercises, role plays and written exercises.
If you make it further through the selection process, there is an interview, then there is a fitness test and health checks. Applicants are appointed subject to references and security checks.

Training to be a Police Officer takes 2 years, during which time you are known as a Student Officer.

[www.gmp-recruitment.co.uk](http://www.gmp-recruitment.co.uk) (Greater Manchester Police Force Recruitment web-site).

**National Probation Service**

Probation Officers work directly with offenders, and this can include some of society’s most difficult, dangerous & damaged people. The work basically involves the following:

- assessing the risk that an offender poses to the community and how that risk should be contained
- ensuring the proper punishment of offenders and supervising court sentences
- motivating the offender to change his/her behaviour and thus ensure rehabilitation for that individual back into the community

The [National Probation Service](http://www.gmp-recruitment.co.uk) is now one of the agencies that makes up the National Offender Management Service, an agency within the Ministry of Justice. For the purposes of recruitment & training in England & Wales, probation services are organised into 35 Probation Trusts across England and Wales. The local Probation Trusts within the North-West are the Greater Manchester Probation Trusts and the Lancashire Probation Trust.

The training for Probation changed on 1 April 2010 and the former Diploma in Probation Studies is no longer available to new applicants.

There are now 3 three major routes to qualification as a Probation Officer.

1. Candidates can initially apply for a post as a **Probation Service Officer** and achieve the Probation Vocational Qualification at Level 3 (this is normally achieved within twelve months).
2. Existing Probation Service Officers with VQ Level 3 (or external applicants with Community Justice NVQ Level 3) can then apply for a place on the Probation Qualification Framework (this normally takes two years and nine months).
3. Existing staff or external applicants with relevant degrees can apply for a place on the Graduate Diploma scheme within the Probation Qualification Framework (this would take a minimum of 15 months). The applicant for this route would need to have an Honours Degree in a relevant subject - at present NOMS have determined that the only relevant degrees are single (or some combined) honours degrees in Community Justice, Criminal Justice, Police Studies and Criminology.

**Investigative work**

Private investigative work can take a variety of forms, for example surveillance work associated with divorce or employee vetting. Firms vary considerably in size; more
information should be available from the **Institute of Professional Investigators**, the professional trade body for private investigators. The industry has been regulated by the **Security Industry Association (SIA)** since 2002.

Example of a vacancy which appeared on the Graduate Prospects website.

**Morris Chase International- Trainee Investigator**

The Institute of Professional Investigators, Claremont House, 70-72 Alma Road, Windsor, Berkshire SL4 3EZ.

Tel: 0870 330 8622

[www.ipi.org.uk](http://www.ipi.org.uk)

The national security service **MI5** sometimes employs graduates as Intelligence Officers; vacancies have appeared on the Graduate Prospects website ([www.prospects.ac.uk](http://www.prospects.ac.uk)) and will also be advertised on the agency’s own website.

Further information is available at: [https://www.mi5.gov.uk/careers/graduate-careers/mi5-intelligence-officers.aspx](https://www.mi5.gov.uk/careers/graduate-careers/mi5-intelligence-officers.aspx)

The **Secret Intelligence Service** (MI6) also recruit graduates into Intelligence Officer roles: [https://www.sis.gov.uk/careers/roles/intelligence-officer.html](https://www.sis.gov.uk/careers/roles/intelligence-officer.html)

**Forensic Accounting**

This is essentially investigative auditing work and is more like Scene of Crime investigation and detective work than traditional accountancy. It involves tracking down financial information that may be used to support or disprove a charge of fraud. Alongside investigation of fraud, the work can involve supporting companies involved in arbitration or litigation; electronic data analysis; investigating disputes involving mergers, acquisitions and other financial deals; ensuring financial compliance reviews and advising on issues such as money laundering.

Major accountancy companies recruit graduates into this area.

Alongside job training, you would be given tuition ands time off for study for professional accountancy exams, such as ACA, offered by The Institute of Chartered Accountants (ICAEW).

Examples of companies who recruit into this area:

BDO Stoy Hayward- [http://www.bdograduaterecruitment.co.uk/home.aspx/Vacancies-at-BDO](http://www.bdograduaterecruitment.co.uk/home.aspx/Vacancies-at-BDO)

Price Waterhouse Coopers- [http://www.pwc.co.uk/careers/student/careers/whatwedo/financial-advisory.jhtml](http://www.pwc.co.uk/careers/student/careers/whatwedo/financial-advisory.jhtml)

**Civil Service Careers**
A background in law can be an excellent preparation for a career in the Civil Service, either in the UK or EU.

**Civil Service Fast Stream**

This is the Civil Service’s accelerated development programme. To apply, you must possess or be expecting a degree in any discipline of at least class 2:2 and generally you must be a UK national. Technical schemes such as Science & Engineering will obviously require a degree subject in these areas. The scheme offers the following options and you can list an order preference when you apply.

**Graduate Fast Stream:**
- Central Departments
- Diplomatic Service
- Science & Engineering
- Houses of Parliament

**Analytical Fast Stream:**
- Fast Stream for Statisticians (Government Economic Service)
- Fast Stream for Economists (Government Economic Service)
- Fast Stream for Social Researchers (Government Social Research Service)
- Fast Stream for Operational Researchers (Government Operational Research Service)

**Technology in Business Fast Stream**

**HR Fast Stream**

**European Fast Stream**

**Northern Ireland Fast Stream**

GCHQ (Government Communications Headquarters) & the Secret Intelligence Service (SIS- usually known as MI6) now recruit directly & separately from the Civil Service Fast Stream. Further information is available at [www.gchq.gov.uk](http://www.gchq.gov.uk) and [www.sis.gov.uk](http://www.sis.gov.uk) respectively.

When appointed to the Fast Stream, you will be given a series of job placements designed to prepare you for senior management roles. Fast Streamers begin their careers with a series of contrasting placements or postings. These give the chance to move between projects and areas of work and build up a valuable portfolio of experience.

Many Fast Streamers work in more than one government department, and many have an opportunity to go on secondments to the wider public sector, Europe or the charity or private sectors.

Careers are developed within 3 broad groupings;

Corporate services delivery- providing key services to departments, such as human resources, finance, procurement, IT & communications.
Operational delivery - focusing on the delivery of quality services direct to the public.

Policy delivery - involves the research, analysis & delivery of government policy.

Application

You must register on the recruitment website with a password and complete a personal details section & eligibility check. You must also complete On-Line Self-Assessment tests to check whether the Fast Stream is for you.

(1) You must then pass On-Line Tests (verbal reasoning, numerical reasoning and a competency questionnaire.) On-line practice tests are available.

NB. Candidates with a disability may elect to dispense with the On-Line Test and go straight to the E-Tray Exercise.

(2) If successful in the On-Line Test, you are invited to complete an E-Application Form.

(3) If successful, you are invited to take a Supervised E-Tray Exercise at a regional centre. You are also retested here on numerical & verbal reasoning test.

(4) If successful, you are invited to an Assessment Centre in London.

(5) If successful, you are invited to attend a Final Selection Board interview.

NB. This applies to the Diplomatic Service, Houses of Parliament & Technology in Business schemes.

For other options, the selection process ends at stage (4), apart from the Analytical Fast Stream route, which requires applicants to attend an Analytical Special Assessment.

(6) Successful applicants are appointed to the Fast Stream, subject to pre-appointment checks.

For further information, including the application timetable for 2012-13, please visit the Fast Stream website at http://faststream.civilservice.gov.uk/.

It must be stressed that the Fast Stream is not the only way to access a career in the Civil Service. Other jobs are available and more information is available at www.civilservice.gov.uk/jobs/index.aspx.

Opportunities within the EU

As seen above, it is possible to work as a UK civil servant and be placed into an EU institution, by selecting the EU Fast Stream option. It is also possible for graduates to apply directly for positions within the EU as Administrators. Further information is available at http://europa.eu/epso/discover/selection_proced/selection/index_en.htm

For EU Internships, see Placements With International Institutions, above.

HM Revenue & Customs
HM Revenue & Customs (HMRC) was formed on the 18 April 2005, following the merger of Inland Revenue and HM Customs and Excise Departments.

Broadly-speaking, the organisation is responsible for the collection of direct & indirect taxes & excise duties. It is possible to enter a career in HM Revenue & Customs via the Civil Service Fast Stream (see above), by selecting the Central Departments option.

- Alongside this route, HM Revenue & Customs runs its own **Tax Professional Development Programme**.

The Tax Professional Development Programme takes four years to complete and prepares employees for a technical/ investigative role or in a customer relationship management leader role that requires a broad range of knowledge and skills. You could be dealing with international issues, large companies, fraud, policy development, or you could be managing people and cases. This programme requires a 2:2 degree.

Further information is available at [http://www.hmrc.gov.uk/graduate/intro.htm](http://www.hmrc.gov.uk/graduate/intro.htm).

(Please note that HMRC also offer training contract & pupillage positions by way of their Legal Traineeship scheme- recruitment for this is done via the wider Government Legal Service legal trainee scheme, which opens on 1 July each year.)

**Trading Standards Officers**

Trading standards officers work for councils and ensure that goods and services are sold, bought or hired in compliance with relevant legislation, including the Trade Descriptions Act, the Consumer Protection Act and other statutes and regulations. They may become involved in detecting and prosecuting offences in areas such as commercial fraud, counterfeiting, sales of restricted substances such as alcohol to under-age customers and the commercial use of animals and agriculture. TSOs protect consumer rights and ensure that companies comply with the law.

Some TSOs eventually move into industry and commerce, for example providing advisory or consultancy services to manufacturers and retailers.


Tel: 0845 4040506

[www.tradingstandards.gov.uk](http://www.tradingstandards.gov.uk)

**Trade Mark Attorney**

Trade Mark Attorneys advise businesses on the legal aspects of marketing new goods or services and application for the name of a product or service to be registered as a trademark. This can involve the following:
- ensuring that the product meets the criteria laid down by the relevant trademark authority, which in the UK is the Trade Marks Registry of the Patent Office
- searching the relevant registers to ensure that the trade mark is free to use
- dealing with the registry to ensure that the trade mark is successfully registered, including representing the client if necessary at a hearing if the application is to be examined
- defending the client against any opposition infringement of trade mark actions or representing a client who wishes to mount an action for trade mark infringement or passing off
- advising businesses on the correct use of trade marks in advertising and product literature
- advising businesses on the transfer of ownership & licensing of the trade mark

This career is strongly related to Law and involves the knowledge and application of legal concepts, in particular Intellectual Property. Trade mark attorneys work alongside the client’s solicitors and barristers when bringing or defending infringement or passing off actions.

In order to enter this profession, it is necessary to find a job as a trainee trade mark attorney, either with a firm of trade mark agents or in the specialised trade mark dept. of a firm of patent agents. In addition, some firms of solicitors and other companies have developed in-house trade mark depts. Jobs are advertised in the local & national press and on the website of the Institute of Trade Mark Attorneys (ITMA). The ITMA web-site also contains a searchable list of trade mark attorneys and sending a speculative CV/covering letter is a worthwhile approach. The graduate careers web-site www.prospects.ac.uk may also carry some vacancies and some vacancies have been advertised on the website www.insidecareers.co.uk.

**The ITMA introduced a new qualification system from 2010.**

This involves:

1. **The Certificate in Trade Mark Law and Practice at Queen Mary College, University of London- 1 year part-time then**
2. **the Professional Certificate in Trade Mark Practice at Nottingham Law School- 1 year part-time, combined with the 2 year professional training requirement.**

For further information, contact The Institute of Trade Mark Attorneys:

Tel: 020-7101-6090

www.itma.org.uk

**Patent Agents**

Patent Attorneys are carrying out similar work to Trade Mark Agents but are working with inventions, usually of a scientific or technological nature. For this reason, this career generally requires a degree in science or a technological subject and is of less relevance
to law graduates, although it may be an option for a student who has undertaken the GDL having previously graduated in a subject of this nature.

For further information, contact The Chartered Institute of Patent Agents:

Tel: 020-7405-9450

www.cipa.org.uk

**Jobs in charities & the not-for-profit sector**

A variety of roles exist working for charities and other not-for-profit organisations. The role of advocate may suit Law graduates, as well as people who have undertaken advocacy skills on the LPC & BPTC. This is different from courtroom advocacy, however, as it does not involve standing up and presenting a case. It means advocating on behalf of a client who may possess certain needs, for example a client with mental health issues. The “advocate” will act as a broker on behalf of that client, trying to negotiate rights and services on his/her behalf, such as benefits, access to social housing and education or training courses. This will involve negotiation and liaison with a range of other agencies, such as the Jobcentre, housing office and colleges or training providers, for example.

There are other roles which involve face-to-face interviewing & advisory work with clients and where knowledge of law will be extremely useful.

Vacancies in charities are advertised in a variety of places, including the local & national press, although the website www.jobsincharities.co.uk is a useful starting point. Volunteering during and/or after studying can be a useful way in to many organisations. See the MMU Careers & Employability Service hand-outs “Law Students and Voluntary Advice” & “Opportunities in the Public & Not for Profit Sectors” for further information.

**Volunteering MMU**, part of MMU Careers & Employability Service, help MMU students to gain volunteering experience. They broker and advertise volunteering opportunities with a variety of organisations.

www.mmu.ac.uk/volunteering

The Legal Aid Practitioners’ Group website www.lapg.co.uk sometimes carries non-legal advisory vacancies which may interest law graduates, as does the web-site www.lawcareers.net.

Here are some examples of vacancies advertised in the past:

Shelter- Housing Advice Caseworker
National Debt Line- Training Officer (Money Advice)
Salford Citizen Advocacy- Citizen’s Advocate
Salford Welfare Rights & Debt Advice- Welfare Rights & Money Adviser
Brighton Housing Trust Legal Services- Debt Adviser
Brighton Housing Trust Legal Services- Prison Housing Adviser
Anti-Social Behaviour Operations- Caseworker
African and Caribbean Mental Health Services- Caseworker
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Nick Touati, Manchester Law School Careers & Employability Adviser- August 2012