



## Job description

<b>Position title</b>	Legal Intern
<b>Contract</b>	6-9 months, 0.8 (3 days per week)
<b>Salary and benefits</b> *pro-rated according to terms of contract	<ul style="list-style-type: none"><li>• £28,860 p/a pro-rated</li><li>• 25 days annual leave pro-rated + public holidays + the days in between Christmas and New Year</li></ul>
<b>Location</b>	6 <sup>th</sup> Floor, 72-75 Red Lion Street, London WC1R 4NA
<b>Line management</b>	<ul style="list-style-type: none"><li>• Reports to Co-Directors</li></ul>
<b>Work specification</b>	<p>Under the supervision of members of APPEAL's casework team:</p> <ul style="list-style-type: none"><li>• Assisting APPEAL's lawyers to identify and challenge wrongful convictions and unfair sentences in England and Wales, by bringing them to the Court of Appeal (Criminal Division) and making applications to the Criminal Cases Review Commission.</li><li>• This will involve assisting with new case enquiries to identify grounds of challenge and conducting legal research.</li><li>• Assisting APPEAL's lawyers on casework tasks on existing conviction cases including legal research, instructing experts and counsel, investigation and research tasks.</li><li>• Working on sentence appeals to identify grounds and draft supporting arguments.</li><li>• Supporting APPEAL in its campaign and resource development efforts.</li></ul> <p>All duties must be carried out with the charitable aims and objectives of APPEAL in mind, and in compliance with APPEAL's duties as an SRA regulated law practice.</p>

Key responsibilities	
	<p>Under the supervision of the Co-Directors key responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Screening applications from prisoners to identify miscarriages of justice relating to convictions and sentences.</li> <li>• Conducting investigation of potential wrongful conviction and unfair sentence cases, including obtaining and analysing records, reviewing evidence and crime scenes in search of fresh evidence;</li> <li>• Attending Court of Appeal hearings alongside other members of the casework team.</li> <li>• Assisting with applications for funding for legal aid on cases</li> <li>• Compliance with SRA and Legal Aid Agency regulations and guidelines as well as in-house Practice Manual.</li> <li>• Supporting our campaign efforts including advocating for legal reform, attending in-house and external events and drafting social media content.</li> <li>• Assisting with APPEAL's fundraising efforts.</li> </ul>

### Person specification

Selection criteria		Essential	Desirable
	Educated to graduate level	✓	
<b>Experience, Knowledge and Skills</b>	Interested in pursuing a career in criminal practice		✓
	Experience working as a criminal paralegal		✓
	Successfully completed/obtained a place on Bar Course in England and Wales, OR Successfully completed SQE exams/training contract or currently studying SQE		✓
	Experience of working with vulnerable clients and their families, who have experienced trauma or mental health challenges and holistic client care skills		✓

### How to Apply:

- Please send a CV and cover letter explaining how you meet the essential and desirable criteria of the person specification to [operations@appeal.org.uk](mailto:operations@appeal.org.uk) by 5pm on 18<sup>th</sup> March 2026.

- Include the Equal Opportunities Monitoring Form as a separate document (these will not be looked at as part of your application and are for data monitoring purposes only).

## **Important information**

### **1. SALARY**

As advertised. We are Living Wage employer with a flat salary scheme. All team members are paid within 20% of each other and salaries are reviewed annually.

### **2. ANNUAL/TOTAL LEAVE**

Annual leave is 25 days pro rata per annum from 1<sup>st</sup> April to 31<sup>st</sup> March plus public holidays and the days between Christmas and New year. Additionally, staff accrue one additional day of leave per year of service.

### **3. PENSION SCHEME**

We offer the statutory minimum pension scheme for all team members.

### **4. LEARNING AND DEVELOPMENT**

We have a small training budget and encourage staff to commit to their own personal development. We allow flexible working so if staff want to take on additional training or qualifications, they can discuss this with the manager.

### **5. EQUALITY AND DIVERSITY**

APPEAL particularly encourages applications from people with a BAME background, with disabilities, who identify as LGBTQ+, or who were the first generation to attend university, who are currently underrepresented in leadership in the legal profession. We are an equal opportunities employer and are committed to promoting principles of inclusion and diversity in our work.

We are open to considering flexible working arrangements, particularly to support parents with childcare or those with caring responsibilities.

### **6. PROBATIONARY POLICY**

New appointments are subject to a 3 month probationary period. At the end of the probationary period the outcome of the assessment may be confirmation of post; notice of dismissal; or at APPEAL's discretion, an extension of the probationary period by a further 3 months.

### **7. LOCATION**

As advertised. Please note that flexible working is can also be discussed.

### **8. HOURS OF WORK**

7.5 hours per day excluding lunch break. Typical working hours are 9:30am – 5:30pm but flexible working arrangements can be discussed.