

Anthony Walker Access to Law Apprenticeship

Paralegal Officer



“ I knew how much of an important role CPS has within Criminal Justice and it was the principle of being **INDEPENDENT AND FAIR** that attracted me.”

Alex Mohamed - Paralegal Officer

Find Your Purpose



ANTHONY WALKER
FOUNDATION



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Introduction to the Anthony Walker Foundation



The Anthony Walker Foundation was established in 2006 after the racially motivated murder of Anthony in Huyton, just outside of Liverpool. Anthony's family and friends did not want his murder to be another statistic and wanted his name to live on with a positive, lasting legacy.

The Anthony Walker Foundation works to tackle racism, hate crime and discrimination by providing educational opportunities, victim support services and by promoting equity and inclusion for all.

Our vision is one of a global society where race, religion and ethnicity do not label any person or put them at risk; where racial intolerance/violence is unacceptable and cultural diversity is embraced.

Our mission is promoting racial harmony through education, sport, the arts and support people and communities who have experienced hate crime.

The Anthony Walker Foundation has a track record of delivering successful projects which promote anti-racism, educate and empower young people and support victims of racism and hate crime.

In the last 5 years, the Anthony Walker Foundation has worked with nearly 40,000 young people through educational and outreach programmes; supported nearly 10,000 people who have experienced hate crime; and has engaged with thousands of community members in a bid to build safer, stronger and more thriving communities.

About the Anthony Walker Access to Law Apprenticeship



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An apprenticeship is an opportunity to start a career in law and gain a qualification without the cost of going to university. The Anthony Walker Access to Law Apprenticeship is a bespoke programme designed to develop you and give you the opportunity to build essential skills and knowledge through work-based learning. This apprenticeship is suitable for those who have had no or little previous experience in the paralegal role and wish to develop their knowledge and skills further to progress their careers.

On completion apprentices are awarded the CILEX Level 3 Certificate in Criminal Prosecution, a widely recognised paralegal qualification in the legal services industry.

Key features of this apprenticeship are:

- 24 month programme
- The apprenticeship includes the CILEX Level 3 Certificate in Criminal Prosecution
- 20% of apprentices' paid working hours will be allocated to off-the-job learning

About the Crown Prosecution Service

“Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.”

The Crown Prosecution Service (CPS) prosecutes criminal cases that have been investigated by the police and other investigative organisations in England and Wales. The CPS is independent, and we make our decisions independently of the police and government.

Our duty is to make sure that the right person is prosecuted for the right offence, and to bring offenders to justice wherever possible.

Our service employs over 6,000 individuals who think objectively, act professionally, show the utmost respect for others and continually strive for excellence.

We offer you the opportunity to have a very real impact on society, the freedom to use your judgement and the chance to experience challenging and varied work.

All in a supportive environment that is invested in seeing you make the most of your life inside work and out.



Max Hill QC – Director of
Public Prosecutions



CPS Vision & Values

Our vision is for the CPS to be forward-looking, outward-facing and influential across Whitehall and the Criminal Justice System. We will do this by using our unique operational insights to influence the legal and policy framework to ensure that CPS staff have the powers and tools to do their job effectively and efficiently.

Our Values:

We will be independent and fair

We will prosecute independently, without bias and will seek to deliver justice in every case.

We will be honest and open

We will explain our decisions, set clear standards about the service the public can expect from us and be honest if we make a mistake.

We will treat everyone with respect

We will respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

We will behave professionally and strive for excellence

We will work as one team, always seeking new and better ways to deliver the best possible service for the public. We will be efficient and responsible with tax-payers' money.

Meet the CPS National Apprenticeship Champion



Ceri Moggridge – Area Business Manager and National Apprenticeship Champion

Having joined the Civil Service as a Apprentice in Business and Business Administration myself six years ago, I'm acutely aware of the importance and impact of apprenticeships.

The Crown Prosecution Service supports the fantastic opportunities that apprenticeships offer and is committed to the development of all people across the organisation. The Paralegal apprenticeship is an amazing example of a chance to start a career in criminal law and support the Criminal Justice System.

This apprenticeship is suitable for those who have had no or little previous experience in the paralegal role and wish to develop their knowledge and skills further to progress their careers.

I'm passionate about the positive impact of apprenticeships on social mobility, providing more opportunities for people who, like me, didn't have the opportunity to go to university or perhaps may not have achieved a particular level of education in the 'traditional' sense. Opportunities such as these prove that you don't need to come from a specific educational background model to gain a successful career in the Civil Service.

There is a range of support available to you as an apprentice, from the central Apprenticeships Strategy Team, to area Learning and Development Manager and area Apprenticeships Single Points of Contact and of course, your Line Manager. We all work together to support and ensure your success.

Benefits of being an Apprentice

“I am given a learning day during the working week to attend webinars and complete any reading or assignments set. I have enjoyed being able to work and study at the same time.”



Alex Mohamed,
Paralegal Officer

Benefits of being an Apprentice at the CPS include:

- Competitive minimum salary of £25,480
- Flexible working including part-time or time-term working and access to Flexible Working
- Generous paid maternity and paternity leave.
- Childcare benefits
- A minimum of 25 days annual leave, plus bank holidays and 1 privilege day
- Civil Service Pension
- Occupational sick pay
- Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.
- Access to support from staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes
- Access to employee savings including high street retailer offers for restaurants, cinema tickets and days out as well as discounts for a number of stores



About the Role

The main duties of the role include:

- Work collaboratively in a team to deliver high quality casework and services to victims and witnesses.
- Effectively manage and progress allocated cases and own task list including dealing with: correspondence; evidence; applications; witness issues; progressing judges' orders to ensure compliance; and dealing with disclosure subsequent to legal review.
- Maintain relevant and accurate case notes and monitor progression of cases at court, ensuring an effective handover where applicable.
- Provide assistance to the prosecuting advocate at court dealing with requests for information.
- Deal with all communication (verbal and written) in a prompt and professional manner by demonstrating a range of communication skills appropriate to different situations and audiences, referring to a prosecutor when legal input is required. Communicate clearly and constructively.
- Represent CPS views and policies in a clear and corporate way demonstrating CPS values.

Location

Liverpool, Manchester

Roles Available

6 posts

Type of contract

24 month fixed term contract

Pay Range

£25,480 - £28,430

New entrants are expected to join on the minimum of the pay band, for existing Civil Servants applying on level transfer or promotion, normal Civil Service pay rules apply

Key Skills and Qualities

The Paralegal Officer role is a critical role in the Crown Prosecution Service providing support and casework assistance to our in-house lawyers based on either the Magistrates or Crown Court. As well as supporting victims and witnesses of crime and others within the Criminal Justice System.

The key skills and qualities for the role are as follows:

- Ability to communicate with individuals from a variety of backgrounds.
- Ability to make sound decisions and to know when to refer decisions to others.
- Ability to work as member of a team.
- Willingness and motivation to learn new skills.

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Eligibility Criteria

To be eligible to apply, the following criteria must be met:

- Does not hold an undergraduate or post graduate degree

Additionally, you must meet at least one of the following:

- would be first in family to attend University or achieve degree/degree-level qualification; or
- are or have been eligible for free school meals whilst at secondary school; or
- live in a neighbourhood with a low rate of progression to higher education or has high levels of socio-economic deprivation; or
- have been in or currently in social care; or
- live in a household where their parent/guardian total gross annual income is equal to or less than the national average for the household expenditure in their area

All candidates must have **five GCSEs at grade C or above**, including Maths and English. This can include Functional Skills Level 2 Maths and Level 2 English (other variations to eligibility may apply in exceptional circumstances). Individuals who do not have the required Level 2 English and Maths qualifications will be required to complete and pass both by the end of their apprenticeship - needs adding

In addition, successful candidates will be based in either Liverpool or Manchester, therefore to apply, candidates **must live within either the Liverpool City Region or Greater Manchester Combined Authority**.

The Recruitment Process

To apply for this post, please send your written application using the template via email to ApprenticeshipRecruitment@cps.gov.uk. Applications should be submitted no later than 23:55 on Sunday 18 July. Applications submitted after this point will not be considered.

When you apply, you will be asked to provide some specific information, regarding your skills, employment history and qualification details, which you will type into the application form.

With your application form you will also be required to complete a Statement of Suitability outlining your motivation for the CPS and the role. The application form highlights the specific questions which you need to address as well as prompts of what you may wish to consider in your response.

Please note that it is the candidate's responsibility to provide the specified application information in the requested format to ensure that they are considered for the post. No prompt will be given if applications are submitted without the requisite information and candidates who do not submit the required documents will not be considered for the post.

Applications will be shortlisted and the successful candidates will be invited to interview. The interviews will take place remotely via Microsoft Teams.

Please ensure that you check your email for any updates; including your junk/spam folder(s) in case your provider's server decides to direct it there. We cannot be held responsible for any emails not seen due to automated allocations to junk/spam folders.

Personal data

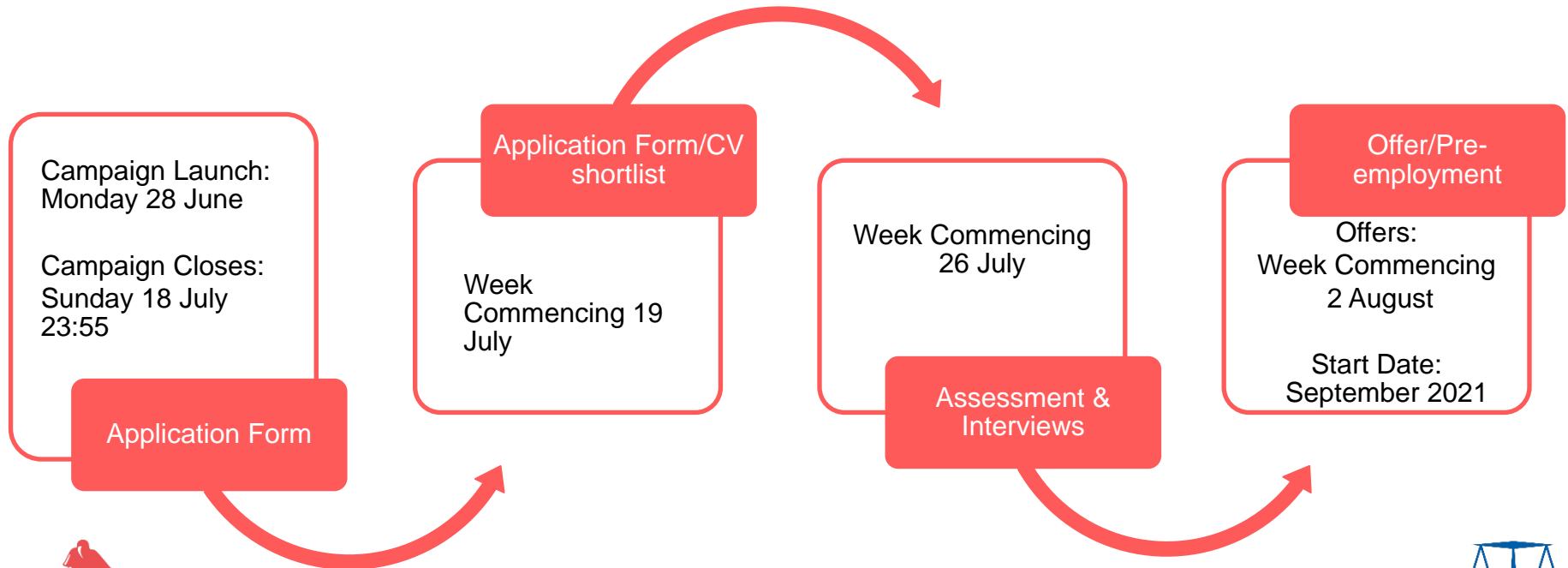
In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application should be removed.

The Recruitment Process – Indicative Timeline

Expected Timeline

These dates may be subject to change however it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetable, exercising flexibility through the recruitment and selection process in order to meet the dates given.

The anticipated timetable is as follows:



Terms, Conditions and Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Department and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead. At CPS you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

Modernised Terms and Conditions

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

Type of Contract

Successful applicants will be employed on an Exception 2 Life Chances contract as approved by the Civil Service Commission. This is a non-open and fair competition which means that successful candidates will not be eligible for internal or across government roles when in post.

Security Clearance

All successful applicants will be required to undergo a security clearance at a minimum DBS level.

The Civil Service Commissioners and the Civil Service Code

The Commissioners have two key functions:

The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commissioners discharge their responsibilities directly by overseeing the recruitment process and chairing the final selection panel. For more information please see

<http://civilservicecommission.independent.gov.uk/>

The second is to promote an understanding of the Civil Service Code which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it. For more information please see www.civilservice.gov.uk

The CPS adheres fully to the Civil Service Code; and the requirements and best practice suggested by the Civil Service Commissioners.

FAQs

How does the apprenticeship work?

You will be working in a full time paid Paralegal Officer role and 20% of apprentices' paid working hours will be allocated to off-the-job learning to study towards the CILEX Level 3 Certificate in Criminal Prosecution.

What sort of qualities are you looking for in an apprentice?

We are looking for motivated and enthusiastic candidates who are passionate about work of the CPS and the apprenticeship opportunity.

Do you have to have criminal law experience to apply?

Criminal law experience is not required in order to apply

I don't currently have a GCSE English / Maths at C or equivalent. Am I eligible to apply?

Yes, you will work towards a Level 2 qualifications in English/Maths if you haven't got a C or equivalent.

Will I be required to attend court?

The postholder will be deployed at Court as required by their manager on a case by case basis, taking into consideration issues such as case complexity and sensitivity. Before attendance at the Court sitting, familiarise themselves with the history of the case, the progress log and the issues that are likely to arise.

FAQs

How is the Anthony Walker Access to Law Apprenticeship assessed?

On programme:

- MCQ testing knowledge of Unit 1: Introduction to the Courts and Legal Systems of England and Wales and Unit 2: The Role of the Crown Prosecution Service
- Coursework submission for legal research and client care skills
- End Point Assessment (EPA): Interview with a CILEX assessor supported by a portfolio of evidence to demonstrate competence in the workplace
- Two timed assessments focusing on legal knowledge and procedure
- Paralegal Apprenticeship incorporating the Certificate in Criminal Prosecution

What support and training is available to supervisors/managers?

Supervisors will be invited to attend a training session via webinar delivered by CLS. In the training session, CLS' Learning and Development Advisors will go through everything supervisors/managers will need to know to make the Paralegal Apprenticeship a success.

How is the Paralegal Apprenticeship funded?

The blended learning course required for the Paralegal Apprenticeship is financed by the employer's apprenticeship levy fund. Certain costs such as travel expenses to occasional regional induction or revision events are not funded. These costs should be met by the apprentice's local Area at no cost to the apprentice.



If you have any questions about applying for this role please contact:

ApprenticeshipRecruitment@cps.gov.uk

Please note that the team's working hours are Monday – Friday 9am – 5pm

Please allow 3 working days for a response to any correspondence.

