

LawWorks
Unpaid Wages Project

Name of project	Unpaid Wages Project, Secondary Specialisation
Delivered by	LawWorks
Type of work / opportunity	Ongoing casework for individuals, which may include: • Research an individual's case • Training/mentoring opportunity for 1 person in volunteer team • Provide advice on employment law, nature of case, merits and settlement • Tribunal representation
Topic area	Employment law (as a secondary specialisation which we offer training to develop)
What is it?	Providing in-depth ongoing casework, advice and Tribunal representation for clients who meet LawWorks' financial eligibility criteria with unpaid wages claims (including also notice pay (breach of contract/wrongful dismissal) within England and Wales.
Where is it?	Hybrid (London location when in-person)
Duration	Average case length from inception to hearing is approximately 10 months. Hearings are normally half a day to a day long, unless the claimant has additional needs such as requiring an interpreter which might make them up to 2 days long. Hours per week varies according to the stage of a claim, e.g. when drafting a witness statement more hours are required compared with after a claim is lodged when there might be few if any hours needed at all.
Frequency	Flexible
Who is the opportunity open to?	Team of at least 2 volunteers (at least 1 member of team should have at least 2 year's PQE; paralegal/ trainee welcome as part of team).
What expertise does the lawyer need to have?	No specific expertise in an area of law as this is a secondary specialisation. General casework / research experience preferred. This is an opportunity to experience drafting, and to get Tribunal experience.
What do the pro bono volunteers do?	Provide in-depth casework and representation for clients, including case management and hearing preparation. Volunteers research the claims, advise the claimant on the nature of his/her claims, assist the claimant to contact ACAS and lodge their claim at the Tribunal. Volunteers collect and organise evidence for disclosure, draft case documents including schedules of loss, and witness statements. If necessary, volunteers will assist with negotiation and settlement agreements. Volunteers have an opportunity to represent the claimant at the Tribunal hearing.
Insurance position	LawWorks provides full insurance and indemnity for all volunteer lawyers.

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Other support from organisation/charity	LawWorks arranges all the training, and provides on-going supervision. Volunteers should attend or watch a training session / video. Generally, our Employment Supervisor sits in on meetings with clients, and is copied into emails with volunteers. Substantive work is shared with the Supervisor before it goes to the claimant e.g. advice or witness statements
Fee/cost	LawWorks membership fee, details of which can be found here
Contact	Please contact NPBC In House Pro Bono lead mary@dobsonsmith.consulting for a direct introduction
Background to project/scheme	Our Secondary Specialisation programme builds on the foundation of frontline advice by enabling pro bono lawyers from member law firms and in-house teams to provide in-depth casework and representation for vulnerable clients in specific areas of social welfare and employment law. LawWorks arranges training, and our team of specialist solicitors provide ongoing supervision that enable volunteers, in pairs, to take on pro bono casework in a new area of law, develop advocacy skills and give vital support to vulnerable clients. LawWorks established the project in 2018 to deal with the problem of wage theft. LawWorks receives unlawful deduction from wages cases from referral agencies. LawWorks then assigns the cases to trained volunteer lawyers who are supervised by an experienced in-house employment lawyer at LawWorks to negotiate with employers and, if necessary, take them to the First-tier Employment Tribunal. Work can include lodging claim forms, and Tribunal casework, including drafting schedules of loss, and witness statements. Sometimes claims other than unpaid wages are identified and in those circumstances the volunteers will assist the claimant to lodge their claim form with the other claims included (volunteers are supported in this by LawWorks supervision). LawWorks is a charity and a business-to-business membership organisation which facilitates and supports the contribution of pro bono by solicitors and law students from law firms, in-house legal teams, and law schools across England and Wales. We collaboratively develop impactful programmes that fit with the CSR objectives of our members. Regardless of a team's areas of expertise, LawWorks can develop and provide pro bono opportunities, training and support.