



## **Paralegal – Homelessness Prevention**

Starting salary -£19,312

Salary scale – NJC 5-11

Contract –until 2 September 2021, full time fixed term 35 hours,

Deadline for applications – 9:30am Monday 14<sup>th</sup> December 2020

Interview date: Thursday 17<sup>th</sup> December 2020

### **NOTE - we DO NOT accept CV's.**

Following the successful promotion of one of our Paralegals we are recruiting for a new Homelessness Prevention Paralegal. The role comes with a high degree of autonomy and includes providing support to the housing caseworkers on housing cases to help prevent homelessness. The role also includes providing support and information to individuals and groups across the catchment area. The catchment area is Bolsover, Chesterfield and North East Derbyshire.

You must have exceptional file management and organisational skills and be naturally inquisitive with an understanding of legal principals. You must be an enthusiastic individual, have the ability to learn new skills quickly and a willingness to actively contribute to the team and the overall success of the Law Centre.

Ideally you will have legal housing experience. Within your role, you will be supported to develop your skills. Candidates who have completed or are working towards the LPC would be considered as would candidates with a law degree or post graduate legal qualification.

A full Job Description, Person Specification and application form is available on our website - [www.derbyshirelawcentre.org.uk](http://www.derbyshirelawcentre.org.uk) under the news and events page.

## **Organisation**

Derbyshire Law Centre is a registered not-for-profit legal charity whose aims / mission is to serve disadvantaged people living in Derbyshire. The Law Centre has been in existence since 1989 and has enjoyed political and financial support from public and voluntary sectors and communities across the county. Its primary aim is to provide free specialist legal services in social welfare law to individuals and families on low incomes. We specialise in: Community care, Debt, Discrimination, Employment, Homelessness, Housing, Immigration and Preventing Mortgage Repossession.

## **Required Education, Skills and Qualifications**

Must have a degree, experience of working in a professional / client facing service and the ability to prioritise own workload, whilst working calmly under pressure.

An understanding of working in the voluntary / not for profit advice sector is desirable.

## **Benefits**

- 31 days' annual leave, plus bank holidays
- Flexible working arrangements
- 8% contribution towards pension

**Full information pack available through Derbyshire Law Centre website, under news and events section.**