

**Paralegal – Homelessness Prevention**

**Starting salary** -£19,312

**Salary scale** – NJC 5-11

**Contract** –until 31 October 2023, full time (35 hours), fixed term

***Deadline for applications – 9:30am Monday 5th July 2021***

***Interview date: TBC***

***Start date: Quick start available***

Following another 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 an application form are available on our website - [www.derbyshirelawcentre.org.uk](http://www.derbyshirelawcentre.org.uk) under the news and events page.

**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
* Hybrid approach to working patterns

**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.

Derbyshire Law Centre is a Disability Confident employer.

Derbyshire Law Centre strives to be an equal opportunity employer. Applicants from BAME and LGBTQ+ are particularly encouraged to apply as they are currently under represented on our work force.

**Covid 19 information**

Derbyshire Law Centre is reviewing its previous working patterns and envisages a hybrid approach, that of home and office working. Staff will be expected to spend at least part of the week working from the office.

All offices and interview rooms are Covid 19 secure. Full PPE is available to all staff, volunteers and clients.

**A full information pack is available through Derbyshire Law Centre website, under the news and events section.**