

**Part time Administrator (Caseworker Support) (12 month contract)**

**Starting salary** – £19,312

**Salary scale** – SCP 5 to 11 (£19,312 to £21,748)

**Contract** – Temporary Part time - 21 hours for 12 months. Contract may be extended beyond 12 months, depending on funding.

**Job share** – Not suitable for job share

**Dates to note -**

* Deadline for applications: Monday, 19th July 2021 at 9.30am
* Shortlisting: TBC
* Interviews: TBC Interviews will take place virtually/physically (delete as appropriate).

**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. NB: APPLICATIONS MUST BE SUBMITTED ON THE FORM. WE DO NOT ACCEPT CVs.**

Do you fancy working for a forward thinking and proactive advice charity? Derbyshire Law Centre is a thriving charity based in Chesterfield, Derbyshire specialising in social welfare law.

**The role**

Our Admin team is expanding. This role provides an essential service to the professional running of the organisation. Admin support must be available from the main office throughout the working day, this includes typing and all other administrative services.

The main activities will include audio typing, administrative tasks, reception cover and archive work.

We are looking for someone who is self-motivated and is a conscientious worker. To fit into our current team set up, we would like someone who is willing to work shorter days over 5 afternoons (Monday to Friday).

**Location of post**

The post will be based in our main Chesterfield office.

**Required Education, Skills and Qualifications**

We require a quick typist who can achieve 60wpm. Highly skilled on Microsoft Office, particularly in Word and Outlook. Inputting on our Advice Pro Casework Management systems would be an advantage but training will be given.

**Organisation**

Derbyshire Law Centre is a registered not-for-profit legal charity. The Law Centre has been in existence since 1989 and enjoys support from public and voluntary sectors and communities across Derbyshire. Its primary aim is to provide free specialist legal services in areas of social welfare law to individuals and families on low incomes, including debt, discrimination, housing, employment and immigration.

Derbyshire Law Centre is a Disability Confident employer.

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

**Benefits**

* 31 days' annual leave, plus bank holidays (pro rata)
* Flexible working arrangements
* Pension Contribution 8%

**Covid 19 information**

Derbyshire Law Centre is reviewing its working patterns and envisages a hybrid approach, with a mix of home and office working. Staff will be expected to spend at least part of the working week in the office, subject to business needs.

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

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

If you require any further information, please contact Sharon Challands on 01246 550674.