



Legal Specialist – Employment Caseworker

Starting salary – £25,481

Salary scale – SCP 19 to 28 (£25,481 to £32,234)

Contract – Full time - 35 hours

Job share – Suitable for job share

A full Job Description, Person Specification and an application form are available on our website - 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

Due to the current and expected demand for employment advice, a vacancy has arisen for a specialist employment caseworker to join the active and experienced team at Derbyshire Law Centre. We are looking for someone who can preferably start immediately and the post will be for a fixed-term period of 12 months from commencement of contract.

Applicants should have experience of supervised case work, ideally with a focus on employment and/or discrimination law. They should be able to run their own caseload and have the ability to negotiate settlements out of court and undertake advocacy in the Employment Tribunal.

The postholder will be a member of the Collective Management Team and undertake shared duties in the overall management of the Law Centre.

Location of post

The post will be based in our Chesterfield office.

Required Education, Skills and Qualifications

Applicants should have experience of giving advice across a variety of platforms and will preferably have experience of employment casework. An up to date knowledge of the impact Coronavirus has had on employment law would be advantageous.

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.

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 Nikki Tugby on 01246 550674.