

**Legal Specialist – Specialist Employment Caseworker**

**TITLE OF POST** : Specialist Employment Caseworker

**SALARY:** £25,481 (depending on experience)

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

**Contract** – 21 hour to 35 hours

**Duration** – 12 months

**Job Share -** suitable

**A full Job Description, Person Specification and an application form are available via our website -** [**www.derbyshirelawcentre.org.uk**](http://www.derbyshirelawcentre.org.uk) **under the news and events page. NB: WE DO NOT ACCEPT CVs.**

We are a leading Law Centre providing specialist legal advice to communities across Derbyshire. We are adaptive, innovative and energetic, with a collective management structure and multiple funding streams.

We have a well-established employment team, being one of very few providers of free specialist legal advice in employment in our region.

**The role**

We are looking for a specialist employment caseworker to join the friendly and experienced team at Derbyshire Law Centre. The role would suit someone with experience, but if you are enthusiastic about employment law and have some experience of advice-giving in a legal context we would be pleased to consider your application and can provide training. We are looking for someone who can start immediately and the post will be for a fixed-term period of 12 months from commencement of contract.

Ideally we are looking for applicants with experience of supervised casework with a focus on employment and/or discrimination law. You should be able to run your own caseload and have excellent client care skills as well as being able 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 which was founded in 1989. The Law Centre 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.