

**Legal Specialist – Specialist Employment Caseworker**

**TITLE OF POST**: Specialist Employment Caseworker

**SALARY:** £25,927 (depending on experience)

**Salary scale** – SCP 19 to 28 (£25,927 to £32,798)

**Contract** – 35 hours

**Duration** – 30 June 2023 (may be extended if funding is available)

**Job Share -** suitable

**Application deadline: 9am 30th May 2022**

**Interview date: Week of 19th June**

**Benefits**

* 31 days' annual leave, plus 12 bank holidays (pro rata)
* Flexible working arrangements, including TOIL
* Excellent Pension Scheme with Employer Contribution at 8%
* Family friendly policies
* Casual dress code
* Hybrid working

**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 an experienced specialist employment caseworker. The role would suit someone with employment casework 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. The post is funded till the 30th June 2023 and may be extended subject to further funding.

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.

**Location of post**

The post will be based in our Chesterfield office but we are currently working a hybrid system with staff expected to be in the office 3 days per week.

**Required Education, Skills and Qualifications**

Applicants should have experience of giving advice across a variety of platforms and will preferably have experience of giving advice in employment law or legal casework in employment. Experience of management in a voluntary setting would also be very welcome.

**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 LGBT+ communities are particularly encouraged to apply as those groups are currently under-represented in our work force.

**Covid 19 information**

We are currently working a hybrid system.

All offices and interview rooms remain Covid 19 secure. Full PPE is available to all staff, volunteers and clients and will remain so whilst the virus is still active within the community.

All policies affected by Covid 19 are regularly reviewed.

**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.