

**JOB DESCRIPTION**

**Title of the post**: Housing Caseworker (Solicitor/Legal Executive) (35 hours per week)

**Main purpose of the post:**

The post holder(s) will provide legal advice, information and representation to individuals and groups across the catchment area of the Law Centre. The work will be at a level suited to the post holder(s)'s particular abilities, experience and knowledge. The post holder(s) will specialise in agreed area(s) of law. However, in line with the other team members, the post holder will be flexible and prepared to take on work in other areas of law should the need arise.

**Location of the post:**

The post involves working on project funded work in Erewash and therefore requires a minimum of 2 days a week in Erewash Borough Council offices in Ilkeston The remaining days will be spent either at the Chesterfield Office, the Ripley office or home-working. Home working is only available on completion of the 3-month probation period.

**Responsible for:**

The post-holder will be a member of the Collective Management Team (CMT) and has collective responsibility for day-to-day management of the organisation.

The post holder will not be responsible for any paid staff or unpaid staff. However, as this role is part of the collective management structure, therefore they will be responsible for the supervision / support of appointed staff, including volunteers.

**Supervision:**

The post holder will report to the Housing Team (Unit).

**Responsibilities:**

* To be responsible for own personal development.
* To maintain confidentiality at all times.
* To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive of all.
* To demonstrate commitment to DLC’s Equality, Diversity and Inclusion Policy.

**Role Autonomy or Decisions Made:**

The postholder needs to be self-motivated, able to work on own initiative as well as part of a team, and able to manage work priorities.

**Main duties of the post:**

In conjunction with the Law Centre’s other advisers and solicitors,

1. To provide initial legal advice by telephone, in writing and in personon a wide range of legal issues as required.
2. To provide specialist legal services in agreed areas of law including interviewing and advising clients, researching the law, advocacy and negotiation, and representation in specified areas of law.
3. To provide supervision, training and support to junior members of the team, including appraisals where allocated.
4. To participate in specialist area of law teams including planning work around that area of law, accepting supervision of casework and undertaking training.
5. Attending CMT meetings covering all aspects of running a charity, including finance, human resources, recruitment and project monitoring,

In addition,

1. To undertake post holder's own administration including maintaining adequate case records, dealing with legal help issues and word processing.
2. To undertake data collection and monitoring in conjunction with the housing team and partner organisations.
3. To supervise, train and support volunteers as appropriate
4. To provide talks and training to groups as appropriate.
5. To attend and participate in meetings including team (unit), management collective, management committee and other relevant events.
6. To undertake any other duties as agreed between the post holder and management collective or management committee, in consultation with the relevant trade union where necessary.