

Debt Caseworker (MaPS funded)

**PLEASE DO NOT APPLY THROUGH INDEED AS IT WILL NOT BE ACCEPTED**

**Salary scale:** £27,711 to £30,060 (SCP 12 - 18) (£16626.60 to £18,036 pro rata) pay award pending

**Contract:** 21 hours per week; additional hours may be available, subject to additional funding. Not suitable for job share.

**Duration:**  Fixed term until 31/03/2028

**Potential start date -** **Latest 1st November 2025**

**Application deadline: 15th September 2025**

**Interview date: 30th September 2025**

**Benefits:**

* 32 days annual leave (pro rata)
* **Plus** a minimum 12 days bank holidays (pro rata)
* Flexible working arrangements, including TOIL (Time Off in Lieu) and hybrid working to support your work life balance
* Family friendly policies often above the legislative requirements.
* 13 weeks full sick pay or sick dependent leave (after 26 weeks’service)
* Excellent pension scheme with employer contribution at 8%
* Wellbeing scheme
* Casual/smart dress code
* Learning and development programme
* Charity discounts
* Cycle to Work Scheme

**The Post:**

The successful applicant will provide debt and legal advice to clients on money and debt issues across the catchment area of the Law Centre (DLC) under the terms of MaPs funding. However, in line with other Law Centre staff, the post holder will be flexible and prepared to take on work in other areas of the Law Centre’s work law should the need arise.

Ideally, we are looking for someone who can start immediately but will wait for the right person.

**A** **full job description, person specification and application form are available on our website -** [**www.derbyshirelawcentre.org.uk**](http://www.derbyshirelawcentre.org.uk/) **under Support Us.**

**Note: WE DO NOT ACCEPT CVs.**

**Location of Post:**

The post will be based in Chesterfield.

We work a hybrid system where the initial 3 months of the 6-month probation period will be worked from the office. On completion of a successful 3-month assessment, part time staff are expected to be in the office at least 2 days a week.

**Required Education, Skills, and Qualifications:**

The successful applicant will need to have GSCE English/Maths (or equivalent) and a knowledge of and understanding of debt advice work.

Applicants who have completed one of the MaPS approved Individual Quality Framework Learning Pathways is essential

Debt Relief Order Intermediary is desirable .

Recent experience as a caseworker/project worker/paralegal with own caseload is also essential.

**Who we are:**

Derbyshire Law Centre is 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.

Derbyshire Law Centre is a registered not-for-profit legal charity whose mission is to increase access to justice for disadvantaged individuals and communities by providing quality assured, accessible, free, and local cost legal advice, 1-2-1 support, information and representation to individuals and groups across Derbyshire. The Law Centre was formed in 1989 and has enjoyed support from the public and voluntary sectors and communities across the county.

**Apply method:** **Email** **Hayley.Lawes@derbyshirelawcentre.org.uk**