

Legal Advice Centre (University House)

Job Description

POST HOLDER:

JOB TITLE: Volunteer Co-ordinator & Caseworker/Solicitor

SALARY: £37,000

TERM: Three years fixed term with possibility of renewal dependant on funding

ACCOUNTABLE TO: Centre Director and Trustees

LINE MANAGED BY: Centre Director

SUPERVISORY RESPONSIBILITIES: Trainee Solicitors, Paralegals and volunteers.

OVERVIEW

MAIN OBJECTIVES:

- To help co-ordinate the work of our Advocacy Project.
- To provide key casework support.

Casework

- To provide specialist legal advice and casework on Welfare Benefits.
- To undertake representation as necessary at tribunal and court hearings.
- To keep up-to-date with current legislation, case-law and policy in relation to Welfare Benefits.

Advocacy Project

- To provide support and supervision to volunteer lawyers and law students who take part.
- Ensure that training and other support is provided.
- To help develop partnerships which lead to an increase in capacity for the project.

General

- To undertake work in accordance with the Solicitors' Practice Rules (if a solicitor) with regard to the rules and principles of professional conduct and the agreed practices of the Centre.
- To attend staff meetings.
- To observe the Centre's Confidentiality and data/GDPR Policies at all times.

- To undertake all duties within the letter and the spirit of the Centre's Equal Opportunities Policy at all times.
- To assist in cover arrangements during the absence of other members of staff or at times of pressure.
- To undertake all duties in accordance with the Centre's Safeguarding Policies.
- To support general evening advice sessions.
- To undertake any other duties as may be reasonably required by the Centre.

Last reviewed: June 2019