Housing Caseworker / Solicitor

Contract: 12-month fixed-term contract covering maternity leave. You must be willing to travel to Basingstoke, Aldershot and Southampton as necessary.

Hours: 35 hours per week.

Reports to: Housing Supervisor.

Salary (depending on experience) p/a:
Caseworker: £25,461.60 – £29,705.20
Solicitor: £29,705.20 – £40,314.20

Join Southern England Law Centre as a Housing Caseworker or Solicitor. We are recruiting for a 12-month fixed-term contract covering maternity leave.

We are a well-funded and growing Law Centre providing specialist legal advice and representation across South and South West England.

Main responsibilities

1. Undertake housing casework and litigation to a reasonable professional standard and in accordance with the requirements of the Legal Aid Agency (LAA) and any other funders. Prioritise time-sensitive matters and achieve reasonable billable-hours targets.
2. Represent defendants at county courts and tribunals where necessary, particularly under the Housing Possession Court Duty Scheme in Basingstoke, Aldershot and Southampton, where required.
3. Assess clients' eligibility for services and public funding and make applications for legal aid where appropriate.
4. Maintain up-to-date, organised and appropriate records and case files.
5. Attend and record relevant training to maintain and develop professional expertise and meet regulatory requirements.
6. Prepare your own documents using word-processing software and manage your own case administration. Use the LAA's CCMS system and the internal case management system competently.

7. Keep up to date with developments in relevant areas of law.
8. Maintain good working relationships with relevant external stakeholders and demonstrate an interest in the Law Centre's development.
9. Prepare for and attend regular supervision meetings to discuss job performance and personal career development.
10. Undertake other tasks identified from time to time that are generally compatible with the role and support the efficient operation of the Law Centre.
11. Follow all Law Centre policies, including the Equality and Diversity Policy.

Person specification

We are looking for applicants who can demonstrate the following skills, abilities and experience.

Essential requirements

1. Ability to work independently and remotely, travelling as necessary to meet clients and attend meetings and training.
2. Experience of triaging matters and working successfully in a high-pressure environment and/or managing a busy caseload.
3. Commitment and ability to work as part of a team and communicate regularly with supervisors and colleagues.
4. Excellent IT skills and experience of using a range of applications, including Word, Excel, Teams and Outlook.
5. Ability to organise work and manage competing priorities.
6. Excellent written and verbal communication skills, with the ability to engage successfully with a diverse client base.
7. An interest in furthering Southern England Law Centre's Strategic Plan and expanding its services.
8. A demonstrable commitment to working in an LAA-contracted environment and the not-for-profit legal advice sector.
9. An understanding of and commitment to client-focused service delivery and all Law Centre policies, including the Equality and Diversity Policy.

Desirable requirements

1. At least two years' experience of undertaking legal casework.
2. Knowledge and/or experience of housing law, benefits law, litigation and/or advocacy in a court or tribunal setting.
3. Experience of working to targets and generating income.
4. Experience of working in an LAA-contracted environment, in the not-for-profit legal advice sector, or both.

What we offer

- 27 days' annual leave plus bank holidays
- Employee Assistance Programme
- Enhanced sickness pay (subject to length of service)
- Enhanced employer pension contributions
- Salary sacrifice pension scheme
- Opportunity for hybrid working and flexibility
- Personal development and career progression opportunities

How to apply
To request an information pack for this role, please email HR@selc.org.uk.

Closing date: 25 November 2026