



Candidate Information Training Officer

(Ref: TO-02-26)



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Foreword from CEO

Thank you for considering developing your career at the Law Centre.

The Law Centre (LCNI) is a regional not-for-profit legal organisation working across all communities in Northern Ireland, in pursuit of our vision of a more just and equal society. Our mission is to use the law to change people's lives.

As a regional infrastructure support organisation within the community and voluntary sector in NI, we work not only to ensure that individuals can access justice, but also to support the front line advice agencies to support people in their communities. Our work specialises in social security and anti-poverty, asylum, immigration and employment rights.

For almost 50 years, LCNI has delivered meaningful, impactful outcomes in all our areas of work. You can read more about our impact over the last year here:

<https://heyzine.com/flip-book/f07ceceddb.html>

By joining us you will become part of an award-winning team making a real and lasting difference. Our work is deeply rewarding and you will have the opportunity to gain excellent professional development opportunities and contribute to shaping the social justice landscape. If you are self-motivated with the passion, skill and commitment to join our team and can help make a difference to people right across NI, please consider an application - we'd love to hear from you.



Julie Wilkinson

Interim Chief Executive Officer

Background to the Law Centre

Thank you for your interest in joining Law Centre (NI). Law Centre NI (LCNI) is an award-winning organisation and for 48 years, LCNI has been using the law to drive change in Northern Ireland. We are constantly innovating, working in communities, and using the law to transform people's lives. We are fiercely independent and unrelenting in our pursuit of justice. With a strong track record of strategic litigation and policy advocacy we make change through a unique blend of legal, training, education, community engagement and policy advocacy work.

The Law Centre's work is focused primarily on three distinct key projects.

- ❖ The ***Migration Justice & Refugee Project*** works with asylum seekers, refugees and victims and survivors of trafficking and domestic abuse to uphold their legal rights and campaigns for a fairer and more humane immigration system. We lead the Refugee and Asylum Forum, a network of organisations with direct experience of providing support and services to asylum seekers and refugees. Our policy advocacy and influencing work draws heavily on our community engagement and our legal expertise, so decision makers know and understand the impact of how law and policy is working on the ground.
- ❖ The ***Anti-Poverty (Social Security Rights) Project*** works to address poverty in NI by ensuring the social security system delivers an effective safety net for people when they need it. Our impact litigation in the public interest has been at the cutting edge of changes to law and policy, making life better for many people and not just in NI. As a second tier support organisation we support frontline advice organisations by delivering an advice line and boosting capacity by providing extensive legal information resources and specialist training on all aspects of social security law. Our important policy interventions includes the convening of the *Cliff Edge Coalition* to advocate for the retention and strengthening of the NI Executive's 'welfare reform mitigations' that are an essential bulwark against some of the harshest elements of social security change. We deliver extensive legal information resources and training to advisers on all aspects of social security law and our *Social Security Law & Practice Conference* keeps advisers up to speed on law and policy changes.
- ❖ The ***Employment Rights Project*** supports workers across Northern Ireland to challenge unfair working practices and uphold their employment law rights. Our team provides a dedicated employment law advice line, providing free and confidential advice to workers. We provide legal representation to claimants at the Employment Tribunal in Northern Ireland and produce regular public legal education resources to empower people to understand their legal rights. As a regional support organisation, we provide specialist employment law advice and

practitioner led training to the Northern Ireland advice. We also contribute to the development of employment law and policy in Northern Ireland with our policy advocacy work.

Law Centre NI work is supported by both government funding and a range of philanthropic foundations. Our work is Lexcel-accredited and regulated by the Immigration Advice Authority (IAA). The Law Centre is registered with the Charity Commission NI and is governed by a Board, all of whom give their time and expertise freely in support of our mission.

About the role

We are seeking to recruit a Training Officer. This is an exciting opportunity to play a pivotal role in strengthening knowledge, confidence and capacity across the Northern Ireland Advice Sector. With an excellent reputation for expertise, Law Centre NI is recognised as a trusted provider in social security advice and legal education. As the Training Officer you will help us share that expertise – empowering advisers, communities and partner organisation's through the delivery of high quality, impactful training.

Responding to increasing demand for practitioner led training, we are seeking someone who brings experience in advice provision and is who is eager to build this specialist expertise. If you want to contribute meaningfully to the sector, develop professionally and be part of a dedicated, supportive team that makes change happen, we would invite you to apply.

General Candidate Information

The successful candidate will be expected to take up post as soon as practicable. The successful candidate will be subject to a probationary period of 6 months which may be extended in accordance with LCNI policy.

Holiday entitlement is 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days. The leave year runs from April – March.

We're looking for a committed, enthusiastic and skilled professional who shares our values and our commitment. If that sounds like you and you're self-motivated with the passion, skill and resilience to support our work for some of the most disadvantaged people, we'd love to hear from you. If you would like to have an informal discussion to find out more about LCNI or this post, please contact us at humanresources@lawcentreni.org and we'll get in touch.

Benefits are:

- 35 hour working week;
- Opportunity to be part of making change happen;
- Access to career enhancing training opportunities;
- Flexible working arrangements;
- Employee Assistance Programme;
- Health & Wellbeing Initiatives;

How to Apply

Please note the following important information about the application process:

- Please complete the application form **in full**. You should ensure that you give examples that **demonstrate** how you satisfy the relevant criteria, including relevant dates. CVs will not be considered.
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel.
- Please return your application form as a **Word** document by email to the email address specified in the application form. Please also return a completed monitoring form as directed.
- Applications received after the closing date will not be considered.
- Applications should be submitted by email to: humanresources@lawcentreni.org by the closing date.
- We will communicate with candidates by email so candidates should ensure that they regularly check their inbox.
- The panel reserves the right to enhance the criteria as appropriate in the event of a large volume of applications.

Closing date for receipt of applications: **Monday 9th March 2026 at 12 noon**

Interview date: **Friday 20th March 2026**

In the event that a candidate is invited to interview and is unavailable on the proposed date and time due to reasons beyond their control, the panel may try to accommodate an alternative arrangement subject to their own availability, although this is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

We are an equal opportunities employer. We welcome applications from all

suitably qualified persons. However, as Protestants are currently under-represented in our workforce, we would particularly welcome applications from the Protestant community.

Job Description

Job Title	Training Officer (TO-02-26)
Job Purpose	This post supports the Law Centre's mission through provision of high quality training to the NI advice sector. The post-holder will co-ordinate, design, deliver and evaluate high quality training programmes that strengthen knowledge, skills and practice in social security law, benefits advice and related welfare rights areas.
Location:	Belfast City Centre
Salary	SO2 £36,124 - £37,938 commencing at £36,124 + 5% employer pension contribution.
Post	Full-time (35 hours per week), permanent
Reports to	Head of Social Security
Key functional link	Head of Employment Head of Migration Justice Head of Finance & Business Services Communications Officer
Contact with	Law Centre staff; Law Centre members; Frontline advice organisations and other relevant organisations; Associate trainers; Relevant organisational sub-committees;

MAIN DUTIES

TRAINING DESIGN AND DELIVERY

1. Develop and deliver high quality training services on social security law, welfare benefits, and related advice practice that supports the quality of advice services in NI.
2. Facilitate in-person, virtual, and blended learning sessions.
3. Deliver and assess LCNI's certificate courses in accordance with accreditation standards, securing appropriate accreditation for new LCNI training and ensuring LCNI training is evaluated and accredited to appropriate quality standards.
4. Create accessible learning materials including presentations, manuals, tutorials, case studies, and e-learning modules to support learners needs.
5. Work with colleagues to identify the training needs of advisers, members and others.
6. Keep up to date with current social security law and update training content to reflect legislative updates, policy changes, and emerging practice needs.
7. Produce LCNI's training programmes and other training documents.
8. Build, develop and manage the LCNI's panel of associate trainers.
9. Manage and quality assure the delivery of training and professional development services by other staff and associate trainers.
10. Develop effective outcome measurements for training and provide management information reports in relation to training and professional development services.
11. Build support for LCNI training and professional development services.
12. Agree income generation targets for LCNI training and be responsible for ensuring these targets are met and identify and generate new income streams from LCNI's training and professional development services.
13. Maintain and develop LCNI's staff learning and development plan and source appropriate training as required.

PUBLIC LEGAL EDUCATION

14. Contribute to public legal information resources and ensure these are effectively reflected in LCNI training activities.

POLICY & COMMUNICATIONS

15. Identify law, policy and practice issues arising from LCNI training work and ensure these are communicated effectively with LCNI's policy specialists for progression.
16. Effectively profile and market the organisation's training and professional development products, including through social media and website.

MEMBERSHIP & STAKEHOLDER DEVELOPMENT

17. Contribute to LCNI's Social Security Adviser Network Meetings.
18. Build and maintain effective relationships with LCNI members and other external stakeholders in support of the organisational mission.

DEVELOPING SELF/PROFESSIONAL DEVELOPMENT

19. Plan and organise workload, monitoring and reporting on work performance.
20. Maintain and develop expertise necessary to effectively deliver LCNI training, identifying training and professional development needs, including CPD requirements, in consultation with line manager and sourcing appropriate support.

OTHER DUTIES

21. Act as ambassador for LCNI, upholding its public image in its training work.
22. Act in accordance with the agreed values of the organization.
23. Ensure the policies and procedures of the organisation are observed.
24. Available to work outside standard business hours occasionally to meet the demands of the role.
25. Undertake relevant administrative duties in the performance of the above.
26. Undertake such other duties as may be required from time to time.

*Note: this Role Description will be subject to review from time to time in line with the changing needs of the organisation.

February 2026

Person Specification

Training Officer (TO-02-26)

	Essential	Desirable
Knowledge, Qualifications & Experience	<p>*E1 Degree or equivalent qualification in a relevant subject area.</p> <p>*E2 Demonstrated experience in social security law, welfare benefits advice, or welfare rights practice.</p> <p>*E3 Demonstrated experience of delivering training or group facilitation.</p> <p>E4 Strong understanding of the social security system, including eligibility, appeals, and decision-making processes.</p> <p>*E5 Experience of designing learning materials that suit a range of learners and abilities.</p>	<p>D1 Experience of assessing training coursework in accordance with quality standards</p> <p>D2 Experience working in advice services, community organisations, or legal support settings.</p> <p>D3 Experience of delivering training on welfare rights</p>
Skills & Attributes	<p>E6 Excellent communication skills with the ability to explain complex information clearly.</p> <p>E7 Strong organisational skills and attention to detail.</p> <p>E8 Excellent customer service skills</p> <p>E9 Ability to effectively manage time and resources with excellent IT skills such as to be administratively self-supporting</p> <p>E10 Ability to work independently and as part of a</p>	

	<p>team to achieve the organisation's objectives</p> <p>E11 Self-motivated and open to self-reflection and growth</p>	
Commitment	<p>E12 Commitment to the aims of the Law Centre</p> <p>E13 Commitment to collaborative working, knowledge sharing and on-going professional development</p>	
Circumstances	<p>*E14 Available for occasional out of hours work in accordance with the requirements of the post</p> <p>*E15 Willingness to travel throughout Northern Ireland as required.</p>	

*will be assessed at initial sift

Our Vision

A just and equal society where people live in the dignity of their rights.

Our Mission

We use the power of law for social change. To stand for everyone's rights by informing and educating people about their rights and by protecting and advancing people's rights, working collaboratively for social justice.

Our Values

The following values underpin all aspects of our work with each other, with clients and with other stakeholders.

<i>Authentic</i>	we act consistently with our commitment to social justice
<i>Integrity</i>	we honour our word
<i>Independence</i>	we work without fear or favour
<i>Expert</i>	we are driven by learning and we bring expert knowledge of the law and evidence of people's experiences of the law to all our work
<i>Cutting-edge</i>	we test the boundaries of law and policy to advance the rights of people in NI. We are creative in developing new solutions for social justice.
<i>Inclusive</i>	we work with and for others. We innovate to make sure our services are accessible to our clients.
<i>Trusted</i>	we are credible and respectful. We build trusted relationships. We care for our clients and each other and when we commit, we can be trusted to see it through.
<i>Professional</i>	we deliver quality services.