

Recruitment pack for Community Housing Rights Lawyer



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✉ recruitment@celc.org.uk

📍 Coventry

Dear Candidate

I am delighted that you are considering joining the Central England Law Centre team. This recruitment pack includes all the information you will need to make your application and also to provide you with some information about the Law Centre. You can also find more information about the work of the Law Centre on our website www.centralenglandlc.org.uk

You will be joining us at an exciting point in our journey. As we enter the second half of our five-year strategy, we are reflecting on what we have achieved so far while focusing on the opportunities and challenges ahead. This role will play a key part in shaping that next chapter. In this pack, you will find an infographic explaining our vision and the three strands of our strategy: people, partnerships, and policy.

Working at the Law Centre is a brilliant opportunity to not only use your existing skills and experience but gives you an opportunity to develop your skills further with our clients, our partners and being involved with policy work. Working at Central England Law Centre is immensely rewarding and you will work with a team of dedicated colleagues.

We provide training and support and a comprehensive induction programme to help you settle into your role. Our terms and conditions ensure that you have a good work life balance, company sick pay after a qualifying period, enhanced maternity leave pay, excellent annual leave allowance and a flexible approach to staff working in general.

We value diversity and warmly encourage applications from disabled and LGBTQIA+ people, candidates who share lived experience with our clients, and people from black, asian, and minority communities. If you require any adjustments to assist you in making your application or at interview (if you are shortlisted) please let us know. We want to make sure that everyone has an equal opportunity to apply for our roles. We look forward to receiving your application. For more information please contact recruitment@celc.org.uk

Best wishes

Elayne Hill

Chief Executive



A fairer, more just society in which an understanding of rights and their power is embedded within communities.

Central England Law Centre is the UK's largest Law Centre. Our size enables us to provide legal expertise across eight different areas of social welfare law including: discrimination; employment; health and social care; housing; immigration and asylum; public law; and welfare benefits. This means that we can offer services that can address all of the interconnected problems people face in their everyday lives.

Our services are rooted in the communities we serve and we are an organisation that uses its legal expertise to improve the lives of those who are often vulnerable and socially excluded due to poverty, illness or disability.

The Law Centre is a charity employing solicitors and advice workers. We currently employ 75+ people across our two offices in Coventry and Birmingham. We receive funding from a variety of Foundations and Trust Funds and also from Coventry City Council for our work in Coventry. We hold a legal aid contract with the Legal Aid Agency in housing, community care, public law, family, welfare benefits (in the Upper Tribunal), immigration and asylum. We offer specialist advice, representation and advocacy and our aim is to use the law to seek change. We take on test cases that may well have an impact beyond the actual case fought. As well as our core advice and legal casework service we deliver a range of projects in partnership. We currently have projects for example with local universities, women's organisations, homeless charities, refugee support organisations and a GP surgery.

The Law Centre is a member of the national Law Centres Network. It is governed by a board of trustees, who are the Directors of Central England Law Centre - a company limited by guarantee. The Trustees meet monthly to monitor the Law Centre's work and give guidance on policy and direction. The Law Centre employs a chief executive officer (CEO), solicitors, caseworkers, admin and reception staff. Staff are organised into teams with a team head to lead and manage them. The CEO is responsible to the Trustees for the running of the Law Centre and advises them on policy issues. Each team covers one or two areas of law. Staff generally work in only one team but we recognise that many cases cross boundaries and staff therefore need to be able to work closely with other teams where their expertise are required. You can find out more about the Law Centre by looking at our website www.centralenglandlc.org.uk

Embedding rights in the community

In 2022 the law centre refreshed its organisational strategy, developed with staff and trustees following the Covid-19 pandemic and cost-of-living crisis. Our rights in the community strategy sets out our vision of a fairer, more just society in which an understanding of rights and their power is embedded within communities.

The key driver for our approach and the biggest volume of our activity will always be our work with individuals to ensure more people are protected by their rights and to build their understanding of where they can use legal rights to protect themselves in the future.

People

Supporting people's legal capabilities



Defending & enforcing rights of clients

We work alongside our strategic partners so that we can better understand the challenges and issues that local communities face. We share our legal expertise and in close partnerships with other community-focused services we help to place legal rights at the heart of their work and to activate a rights-based approach in their support.

Partnership

Developing relationships & collaborative action



Enhancing work of front line organisations

We build alliances with organisations, pooling evidence of service gaps and patterns in clients' needs and using it as the basis of our activity and collaborative campaigns.

We take strategic action at a local, regional and national level to influence change in policy and legislation, ranging from strategic litigation, membership of local statutory steering groups, boards and advisory bodies through to the work of the Strategic Public Law Clinic, work on national campaigns and responding to calls for evidence.

Policy

Evidence, research, continuous improvement



Strategic action & policy influence

Job Title: Community Housing Rights Lawyer

Reports to: Head of Housing

Department / Team: Housing

Work Location: Coventry Office

Contract Type: Permanent

Salary: £35,624 - £41,932

Hours: Full-time (37 hours/week) or Part-time (minimum 30 hours considered)

Role Purpose

The purpose of the Community Housing Rights Lawyer is to strengthen CELC's work on housing rights, early intervention and community-led change.

The role will act as a resource for colleagues across CELC and for community and VCSE partners. You will help non-housing specialists recognise housing issues earlier, provide appropriate initial advice and understand when specialist intervention is needed. You will also work with colleagues across different areas of law at CELC to identify intersecting issues and ensure people receive more joined-up, holistic support.

The postholder will build trusted relationships with community groups and partner organisations, helping them to understand housing rights, identify recurring problems and connect people to legal support. By bringing together insight from casework, enquiries, partner knowledge and the experiences of affected communities, you will help CELC identify unmet legal need, spot patterns of systemic injustice and with communities develop practical and legal responses that improve access to rights and contribute to wider change.

Key Duties & Responsibilities

The Community Housing Rights Lawyer will:

Housing rights advice

- Act as CELC's internal housing resource for our frontline projects, supporting and supervising non-housing specialist caseworkers to identify housing issues, undertake appropriate initial advice and casework, and recognise when they can progress a matter themselves and when a specialist referral is required.
- Work with colleagues across CELC to identify intersecting legal issues and provide coordinated, holistic support for clients.
- Provide some specialist housing advice, casework and court representation through telephone, face-to-face and community-based appointments.
- Provide specialist housing input to CELC's community partnerships and projects, including advice sessions, legal health checks and providing accessible legal information where appropriate.
- Maintain high standards of case management, recording and client care in accordance with CELC's quality requirements, Lexcel and Legal Aid Agency requirements.

Creating systemic change in partnership with communities

- Build trusted relationships with community groups and VCSE organisations, spending time in community settings to understand the housing and related rights issues people are experiencing.
- Build partners' capability to recognise housing rights issues, identify recurring or systemic problems and connect people with appropriate legal support.
- Help analyse evidence from individual cases, organisational data including insight from colleagues and experiences and priorities of affected communities to identify patterns and emerging problems.
- Work with colleagues, communities and partners to develop ideas for using legal expertise and legal interventions to address identified systemic issues and achieve strategic change.
- Represent CELC at relevant housing, community and partnership networks and forums and bring a legal and rights-based perspective to wider conversations about housing, homelessness, poverty and inequality.

General Organisational Responsibilities

- To demonstrate commitment to the aims, principles, and social justice objectives of Central England Law Centre, abiding by policies set out in the Staff Handbook and Office Manual.
- To actively champion and embed EDI principles in daily interactions, service delivery, and workplace culture.
- To keep up to date with relevant legislation, regulatory rules, data protection standards, and statutory codes of practice applicable to the role.
- To undertake any other duties reasonably commensurate with the grade and scope of the post as assigned by executive leadership.

Essential

- A senior caseworker with at least five years' relevant housing casework experience, or a qualified solicitor with at least three years' post-qualification experience and relevant housing law experience.
- Demonstrable knowledge and experience of housing and homelessness law and the delivery of housing advice and casework.
- A demonstrable commitment to social justice and improving access to justice.
- The ability to work sympathetically and effectively with a wide variety of clients, including people experiencing poverty, homelessness and other forms of disadvantage.
- Experience of supporting and supervising the casework of others.
- Proven ability to manage an appropriate caseload and meet agreed casework, project and performance targets.
- The ability to work independently and build effective relationships and work collaboratively with colleagues, communities and partner organisations.
- The ability to draw together evidence from casework, enquiries, organisational data and community and partner insight to identify recurring and systemic issues.
- Excellent oral and written communication skills including the ability to explain complex legal issues clearly and accessibly to clients, colleagues, community organisations and other non-specialists.
- An understanding of the importance of confidentiality and the appropriate handling of client information.
- A non-judgemental attitude.
- Experience of using specialist legal case management systems and MS Outlook, Word and Excel.
- Sound organisational skills with the ability to organise and prioritise workload and manage competing demands effectively.
- The ability to get on with people and be polite under pressure and to work co-operatively as part of a team.

Desirable

- Experience of working effectively with community groups, VCSE organisations and partner agencies.
- Experience of providing welfare benefits advice.
- Experience of the delivery of casework through a legal aid contract.
- Experience of contributing to policy, influencing, strategic legal work or other approaches to achieving systemic change.
- Knowledge or experience of public law, equality and human rights as they relate to housing.

How to apply

To apply for the post you will need to provide

- An up-to-date CV which should include the names and addresses of your referees.
- A covering letter of no more than two sides of A4 which should include:
 - Please describe how your skills, qualities and experiences will allow you to meet the requirements set out in the Job Description. Where possible, provide examples (which could be from a professional, voluntary or personal context) which demonstrate those skills, qualities and experiences
 - Explain how you would like to use the law and community participation to bring about positive change in your community. If possible, please relate your answer to your experience to date
- A completed equality and diversity form (downloadable from our website)

Please email your completed application to recruitment@celc.org.uk

Please do not submit any additional papers. We will only consider the information in the CV and personal statement.

We really want you to give you an opportunity to demonstrate your abilities and skills. We therefore strongly suggest that you pay particular attention to the job description and person specification when completing your application.

We will confirm receipt of your application by email. We will then shortlist applications and successful applicants will be contacted by email and telephone and invited for interviews.

Please let us know of any arrangements we may need to make to enable you to attend for an interview. Our Coventry office is wheelchair accessible and has disabled toilet facilities. If you are attending an interview at our Birmingham office please let us know whether you need any assistance prior to coming to your interview.

The interview will last for approximately one hour. The interview panel usually consists of two people which would normally include the relevant team head. You may be asked to provide a short presentation or complete a written test. If this is the case you will be notified prior to your interview and provided with any further information. We will take up references only after interview. We require references from two people who will be able to comment on your suitability for the role. Usually, one should be your previous employer.

We monitor our selection process for compliance with our statement of commitment to equal opportunities. Identifying personal information and the equality and diversity monitoring form are separated from your CV and covering letter prior to shortlisting to ensure a fair selection process.