**HAMMERSMITH & FULHAM COMMUNITY LAW CENTRE**

**JOB DETAILS: EMPLOYMENT SOLICITOR**

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| **Title:** Employment Solicitor/ Caseworker  **Salary:** £TBC  **Hours of work:** 35 hours a week. Part-time and job-sharing will be considered.  **Normal place of work:** 1st Floor, Hammersmith Library, Shepherds Bush Road, London, W6 7AT. Hybrid working will be considered. |

**Job description:**

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

Legal advice and representation:

* Provide legal advice and representation to local low-income individuals with employment law issues, take on casework and, where appropriate, represent individuals at the Employment Tribunal.
* Provide legal advice and representation to individuals on enforcing employment tribunal awards and settlements.
* Provide legal advice and representation in negotiations and mediation, including judicial mediation.

Working collaboratively internally:

* Contribute knowledge to, and support colleagues with, responding to employment law issues including training and supervision of junior members of staff.
* Assist with producing resources and written materials on law and policy.
* Participate in internal meetings.

Working collaboratively externally:

* Be an active member of the London-based Employment Law Advice Network (ELAN) and contribute to their policy work where possible.
* Provide regular training sessions to other advice agencies in the Hammersmith and Fulham Advice Forum.
* Proactively build relationships with other agencies to explore referral and second-tier training opportunities.
* Provide legal advice sessions on returning to work in partnership with the cancer care charity, Maggie’s. This shall be three times a year over the course of half a day each time.

Policy/ strategic work:

* Seek out opportunities to pursue strategic litigation.
* Respond to appropriate government consultations.

Best practice:

* Keep accurate case records and use the appropriate case management systems.
* Keep knowledge up-to-date with continual professional development.
* Collect pertinent data to utilise in periodical assessment and improvement of the service.
* Strive to uphold a Lexcel-compliant practice.

Funding:

* Uphold the terms of grant funding and regular monitory compliance.
* Assist the CEO with grant applications and grant evaluations.