

Employment and Discrimination Caseworker/Solicitor Recruitment Pack

Closing date for applications - Friday 29 July 2022

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Welcome

I am delighted that you are considering joining our dedicated and innovate team at Cambridge House. This Recruitment Pack explains how to apply and includes information about the role and our organisation that I hope you will find useful.

Tackling poverty, social inequity and social injustice has been our mission since 1889 and our activities include:

Law Centre

Enabling people with complex needs to save their homes, keep their jobs, and protect their families: Free, independent, and expert legal services in housing, employment, discrimination, and benefit law.

Independent Advocacy

Protecting the voices, choices and rights of vulnerable adults and children: Statutory Care Act, Mental Health Act and Mental Capacity Act advocacy for adults and children.

Safer Renting

Making private renting safe for all: Specialist advice, support, and advocacy for vulnerable private rented sector tenants.

Youth Empowerment

Investing in young people so they thrive as adults: Medium to long-term, intensive, and wrap-around support for excluded 16 to 25-year olds.

Disabled Peoples' Empowerment

Supporting disabled children and adults to take control of their own lives and futures: Arts, sports, life skills and wellbeing clubs for disabled children and adults.

Research and knowledge exchange

Transforming society - a practice-based approach to social innovation: Activities that capture local knowledge, insights and lived experience of 'what works' to develop innovative solutions to poverty, social inequity, and social injustice.

We value diversity and warmly encourage applications from disabled and LGBTQIA+ people, candidates who shared lived experience with our service users, and people from Black, Asian, and minoritised communities.

Working at Cambridge House is immensely rewarding. If you would like to be part of this very special organisation and believe that you can contribute to our mission, we welcome an application from you. For more information about us, please visit our website www.ch1889.org.

Yours sincerely



Karin Woodley
Chief Executive

Our Law Centre

Enabling people living with complex needs to save their homes, keep their jobs and protect their families.

Founded in 1893, Cambridge House's Law Centre provides free, independent and expert legal advice and representation in the fields of housing, welfare benefits, public law, and discrimination. In 2019 a Crisis Navigator role was established to support our service users to break cycles of disrepair and hardship.

In 2019-2020 we delivered services to 298 clients with responsibility for 959 dependents. Our team successfully:

- Defended 72 evictions.
- Challenged 4 homelessness cases.
- Concluded 16 disrepair claims.
- Concluded 26 welfare benefit appeals.
- Represented 1 client at an employment tribunal.
- Assisted 82 crisis navigation clients.

We receive a number of grants to support our work along with legal aid contracts from the Legal Aid Agency. In the 2019-2020 financial year our income from legal aid fees was £298,911.

We are a member of the Law Centres Network and partner of the Southwark Legal Advice Network from whom we welcome both referrals and regular training opportunities. We are recognised as a Centre of Excellence by the London Legal Support Trust.

Accredited by LEXCEL, our files undergo regular reviews and rigorously peer reviewed every year.

In 2015 we took a homelessness case to the Supreme Court permanently changing systems used for defining vulnerability and priority need.

Job Description

| | |
|---------------------|--|
| Job title: | Employment and Discrimination Law Caseworker/Solicitor |
| Reports to: | Law Centre Head of Service |
| Responsible for: | N/A |
| Contract: | Permanent |
| Location: | Cambridge House offices |
| Salary: | £35,000 pro rata |
| Working hours: | Part-time 21 hours per week i.e., 3 days per week |
| Holiday: | 30 days per annum pro rata for part-time hours |
| Special conditions: | <ul style="list-style-type: none">- Enhanced DBS check.- Occasional evening and weekend working to undertake outreach, community education and social policy-related work.- To maintain appropriate qualifications including attending a minimum of 16 hours relevant CPD training per year.- Flexible remote and office working arrangements by agreement. |

Job Purpose

As a member of Cambridge House's Law Centre Team this post is responsible for:

- i) Providing high quality:
 - Advice and assistance to users of the Law Centre in the field of Employment and Discrimination Law.
 - Guidance and referral support to generic advice providers in Southwark.
- ii) Developing and maintaining casework in Discrimination Law under Cambridge House's Legal Aid Agency Discrimination Law contract and ensuring fee earning targets are met.
- iii) Contributing to the development of:
 - The Law Centre's strategic plans.
 - Cambridge House as a multi-purpose voluntary organisation addressing a range of community needs in flexible and imaginative ways.

Key Duties

1. To deliver specialist Employment and Discrimination Law services for the Law Centre in compliance with Legal Aid Agency and Lexcel standards, and including advice and casework involving:
 - a) Complex cases which break new ground and/or require representation at Appeals Court or Tribunal.
 - b) Undertaking outreach advice outreach, community education and social policy-related work.
 - c) Generating income for the Law Centre in Discrimination matters in legal aid matters.
 - d) Providing advice and support to other members of the Law Centre Team to deliver an effective and efficient service and improve the quality of support provided to service users.
 - e) Providing advice and guidance to other Cambridge House services where appropriate.

- f) Supporting local generalist advice providers with advice and mutual referral services and arranging appropriate referrals for more complex cases.
2. To work to financial, time allocation and case targets as required by the Law Centre Manager including effective use of the Legal Aid Agency Cost and Case Management System and prompt billing of Legal Aid files.
3. To maintain administrative and case records in compliance with the Law Centre Policies, Procedures and Quality Assurance Manual, external accrediting and funding bodies, and Cambridge House's internal reporting and financial management requirements, including:
 - a) Maintenance of comprehensive, accurate and up-to-date records, including:
 - i) Case records and files
 - ii) Time recording systems
 - iii) Case studies.
 - b) Submission of activity and performance reports as required and in compliance with internal quarterly reporting and funders' requirements.
4. To keep up to date with legal and social policy developments and changes in employment and discrimination law.
5. To deliver training in Employment and Discrimination Law and other areas of expertise as appropriate.
6. To be prepared to work in other areas of law in support of the Law Centre's development aims.

General Responsibilities

1. To keep abreast of the overall work of Cambridge House.
2. To be self-servicing and competent in the use of IT software.
3. To participate in regular supervisions and an annual appraisal, and to be committed to one's own professional development.
4. To participate in internal/external meetings as required, to attend conferences and other functions, and to contribute to general management decision making as necessary.
5. To comply with all of Cambridge House's corporate policies and procedures.
6. To carry out any other duties commensurate with the role.
7. To work occasional unsociable hours (evenings and weekends).
8. Travel across, and on occasions, outside of London.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person Specification

| Criteria | Essential | Desirable |
|---|--|---|
| Qualifications and training | <ol style="list-style-type: none"> 2-4 years' experience in employment and discrimination law and casework. Evidence of fulfilling the supervisor requirements under The Legal Aid Agency Discrimination 2019 contract. | Training in additional areas of the law. |
| Knowledge and experience | <ol style="list-style-type: none"> Experience in providing legal advice in Employment and Discrimination Law matters for at least two years. Demonstrable experience of working to the LEXCEL quality mark standard. Experience of providing specialist advice, assistance, and representation to Claimants on all aspects of employment law including ACAS early conciliation procedures, grievance and disciplinary procedures, unfair dismissal, redundancy, TUPE, discrimination claims under the Equality Act and whistleblowing. Up to date knowledge of the impact of Coronavirus on employment law. Sound general knowledge of the law and ability to develop other areas of the law/legal expertise. Excellent working knowledge and comprehension of written English, including grammar, copy writing and editing. Proficiency in use of Microsoft Office including Excel and Word. Experience of successfully completing tasks in a fast-paced environment and to deadlines. Experience of working pro-actively and with minimal instruction. Experience of working with confidential data. | <ol style="list-style-type: none"> Experience of representing clients in the Employment Tribunal. Experience in utilising the Legal Aid Agency Case and Costs Management System. Experience in additional areas of the law Working in a charity/not for profit organisation |
| Skills, abilities and competencies | <ol style="list-style-type: none"> Ability to manage own caseload independently, including conducting own advocacy at Employment Tribunal preliminary hearings and occasional full merits hearings, prioritising conflicting tasks, and coping with a challenging workload. Excellent communication and client liaison skills with an ability to communicate proactively at all levels with confidence and maturity, possessing sound representational skills and the ability to act effectively as the spokesperson, and manage client expectations. Strong teamwork skills with an ability to work collegiately, and proactively contribute to the Law Centre's development. Ability to work in a changing environment and respond flexibly to shifting needs, including developing and planning new initiatives in response to identified community needs. Proven ability to organise and prioritise work demands to meet deadlines. Ability to work flexible hours, including evenings and weekends. | |
| Personal Attributes | <ol style="list-style-type: none"> Honesty, reliability and excellent timekeeping Loyalty and a commitment to Cambridge House's work Positive, enthusiastic and friendly attitude Problem solving and 'can-do' approach Listening skills Flexible, motivated and adaptable to change Discretion Client-focused Inclusive team-player | |

How to Apply

1. Please provide:

- a) An evidenced-focused **Supporting Statement** of no more than two sides of A4 explaining why this appointment interests you and how you meet the essential criteria in the person specification.
- b) Your **Curriculum Vitae** with your:
 - i) Full address, email, mobile, work and home telephone numbers.
 - ii) Education and professional qualifications.
 - iii) Full employment history.
 - iv) Details of your latest salary and your notice period.
- c) The names, positions, organisations, and contact details of **two referees**. These referees must include employers and/or academic supervisors covering the last five years. References will only be taken once your express permission has been granted.

2. A completed **Equal Opportunities Monitoring Form**

The form will not be treated as part of your application and the information you provide will be treated as confidential and used for statistical purposes only.

3. As a Disability Confident employer, we will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the person specification. If you have a disability or long-term condition (such as dyslexia, diabetes, arthritis, a heart condition or mental health condition) and want to apply under the Disability Confident Scheme please let us know in the email to which you attach your CV, supporting statement and Equal Opportunities Monitoring Form. If you are invited to interview and require adjustments, don't worry, we will ask you about this within your invitation to interview.

| Recruitment Timetable | |
|--|---|
| Closing Date for applications | Friday 29 July 2022 |
| Interviews | Week beginning Monday 15 August 2022 |
| The interview dates may change but we will advise you in advance. | |
| Successful applicants will be asked to take up their appointments as soon as possible. | |

Please email completed applications on or before midnight on Friday 29 July 2022 to:
recruitment@ch1889.org

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

Please note that we only provide feedback to shortlisted candidates.