

Employment and Discrimination Solicitor/Caseworker Recruitment Pack

Closing date for applications Friday 5th April 2024 (23:59)

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Welcome

I am delighted that you are considering joining our Cambridge House team. This recruitment pack includes information about our organisation and this role that I hope you will find useful.

With a dedicated and innovative team, tackling poverty, social inequity and social injustice has been our mission at Cambridge House since 1889. We work to tackle social exclusion and enable people to transition out of crisis and progress towards independence.

Our vision is of a society without poverty where all people are valued, treated equally and lead fulfilling and productive lives. Our activities are split into two areas - frontline services to support people to stabilise their lives and progress; and a research and knowledge exchange to support the development of the most effective social policy and practice.

Law Centre

Free, independent, and expert legal services in housing, employment, discrimination and welfare benefits law alongside crisis mitigation support.

Independent Advocacy

Statutory Care Act, Mental Health Act and Mental Capacity Act advocacy for adults and children.

Safer Renting

Specialist advice, support, and advocacy for vulnerable private rented sector tenants affected by criminal landlords.

Youth Empowerment

Investing in young people so they thrive as adults.

Disabled Peoples' Empowerment

Supporting disabled children and adults to take control of their own lives and futures.

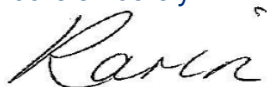
Research and knowledge exchange

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 welcome applications from disabled people, the LGBTQ+ communities, people from Black, Asian, and ethnic minority backgrounds and candidates who shared lived experience with our service users.

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 CBE
Chief Executive

Our Law Centre

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

As a Legal Aid Agency accredited provider, we deliver free, independent and expert legal and crisis navigation services in housing, employment, discrimination and welfare benefits law.

Our Law Centre was established in 1894 and we maintain a reputation as one of the country's leading law centres including:

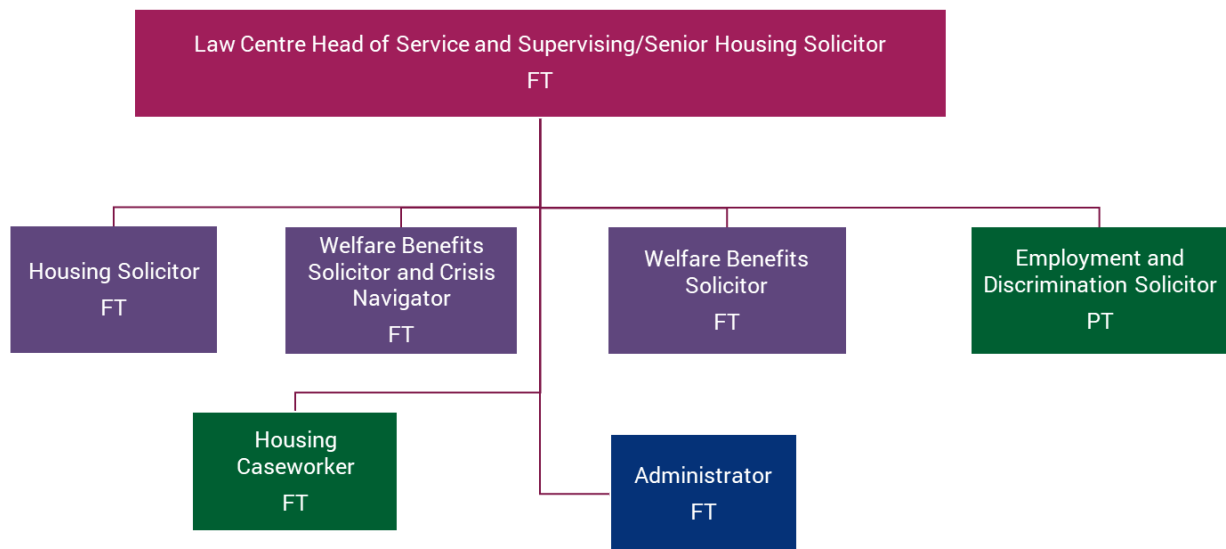
- Recognition as a Centre of Excellence by the London Legal Support Trust
- Lexcel accreditation for quality legal practice management and excellence in client service
- Receiving a 2022 Law Centre's Network award in recognition of our work tackling racial injustice

Q's story

Q is single, in their early sixties and living with diabetes and poor eyesight. Loss of employment during the pandemic forced them to claim Universal Credit and they were evicted because of rent arrears. Our team prevented homelessness by securing alternative accommodation and secured additional welfare benefits to cover housing costs.

The Law Centre holds Legal Aid Agency and Southwark Council contracts, receives funding from a variety of grant giving foundations, and generates on average over £200,000 per annum in legal fees.

The team comprises five solicitors (including the Head of Service and a Crisis Navigator), one housing caseworker and an administrator.



“Through the regular clinics that your Crisis Navigator has been delivering at the Baytree Centre, they have been instrumental in ensuring that the women are aware of their rights, access the support and benefits to which they are entitled and see their issues properly addressed. In addition to these ‘hard’ benefits, this also contributes to ‘softer’ outcomes including improvements in the women’s self-confidence, agency and well-being.”

Anna Iacuzzi, Service Director, The Baytree Centre

Our track record includes

- Achieving a historic recognition of the rights of homeless people by winning a Supreme Court case defining vulnerability and priority of need. This was the first Supreme Court case concerning a homeless individual with a disability in 30 years.
- Excellence in case outcomes protecting the homes and incomes of vulnerable individuals:
 - 100% success rate in possession/eviction proceedings, enabling clients to protect their homes.
 - 100% success rate in homelessness challenges, protecting homeless individuals’ right to housing.
 - 100% success rate in welfare benefits appeals.
 - 100% success rate in welfare benefits appeals to the First Tier Tribunals encapsulating legal issues for example, overpayment of tax credits or housing benefit. Disallowance of ESA, PIP, DLA.
- Advice given on Judicial Review matters such as unreasonable delay, breach of a statutory duty such as failure to send decision notices notifying the claimant of his or her appeal rights.

- Appeals to the Upper Tribunal on point of error of law.
- Cases involving the right to reside, habitual residence test, or Windrush issues.
- Housing Benefit backdating revisions and supersessions.
- Social Fund Reviews.
- Advice given on entitlement to contributory-based benefits, such as maternity allowance, contribution-based JSA/ESA.
- Income Maximisation.
- Advice given to elderly clients in respect of Pension Credit and Attendance Allowance.
- Advice on all aspects of employment related enquiries.
- Excellence in client service:
 - 93% were “Very Satisfied” with overall level of service.
 - 97% rated the overall service as “Excellent” or “Very Good”.
 - 93% reported increased awareness of their rights and responsibilities.

The Law Centre is embedded in the local community, is closely involved in local advice networks and belongs to a consortium of advice organisations.

Why work for Cambridge House?

As a member of our team you join a diverse and inclusive team with a shared commitment to justice and equity. Our current team comprises people who:

- Share lived experiences with our service users
 - 100% of the leadership team
 - 80% of our heads of services
 - 75% of staff
 - 33% of trustees
- Are from Black Asian and ethnically minoritised communities
 - 100% of the leadership team
 - 20% of our heads of services
 - 51% of staff
 - 33% of trustees
- Are women
 - 100% of the leadership team
 - 80% of our heads of services
 - 63% of staff
 - 50% of trustees
- Are disabled, neurodiverse and/or live with a mental or physical health condition
 - 100% of the leadership team
 - 80% of our heads of services

- 39% of staff
- 25% of trustees
- Are from LGBTQIA+ communities
 - 20% of our heads of services
 - 27% of staff

From the moment you join Cambridge House, you will be part of an incredible group of people providing pioneering and high-quality services. You'll play a vital role in our life-changing charity and you'll have the opportunity to form special connections and relationships, work in a supportive and flexible environment, and be a part of our highly skilled and motivated team.

Our staff remuneration offer includes:

- Personal learning and development plans
- A generous 30 days leave per annum plus bank holidays and long service increments
- Hybrid working
- Flexible working
- Pension scheme
- Interest free staff loans for:
 - Season tickets
 - Bicycle purchasing
 - Tenancy deposits
 - Nursery deposits
 - Tuition fees
- Tenancy health checks
- Childcare vouchers
- Eye tests
- An employee assistance programme
- Death in service benefits

Job Description and Person Specification

Job title:	Employment and Discrimination Law Solicitor/Caseworker
Reports to:	Head of Service
Responsible for:	N/A
Contract:	12 months maternity cover
Location:	Cambridge House, Unit F, 22 Amelia Street, London, SE17 3PY
Salary:	£32,000-£35,000 per annum pro rata depending upon experience
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:
- 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 requirements 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	Essential	Desirable
Qualifications and training	1. 2-4 years' experience in employment and discrimination law and casework.	Training in additional areas of the law.
Knowledge and experience	<ol style="list-style-type: none"> 1. Experience in providing legal advice in Employment and Discrimination Law matters for at least two years. 2. Demonstrable experience of working to the LEXCEL quality mark standard. 3. 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. 4. Up to date knowledge of the impact of Coronavirus on employment law. 5. Sound general knowledge of the law and ability to develop other areas of the law/legal expertise 	<ol style="list-style-type: none"> 1. Experience of representing clients in the Employment Tribunal. 2. Experience in utilising the Legal Aid Agency Case and Costs Management System. 3. Experience in additional areas of the law

Skills, abilities and competencies	<ol style="list-style-type: none">1. 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.2. 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.3. Strong teamwork skills with an ability to work collegiately, and proactively contribute to the Law Centre's development.4. 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.5. Proven ability to organise and prioritise work demands to meet deadlines.6. IT skills including proficiency in Microsoft Office Excel and Word.	
Personal Attributes	<ol style="list-style-type: none">1. Honesty, reliability and excellent timekeeping2. Loyalty and a commitment to Cambridge House's work3. Positive, enthusiastic and friendly attitude4. Problem solving and 'can-do' approach5. Listening skills6. Flexible, motivated and adaptable to change7. Discretion8. Client-focused9. 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 and 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 **Diversity 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. A completed **Criminal Records Declaration Form**
The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on Cambridge House's Criminal Record Declaration Form and submitted with your application.
4. 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 5th April 2024
Interviews	TBC
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 by midnight on Friday 5th April 2024 to: recruitment@ch1889.org

Applications MUST include all of the following 5 documents:

1. Supporting Statement
2. CV
3. Contact details of 2 professional and/or academic referees
4. Diversity Monitoring Form
5. Criminal Records Declaration Form

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.