

**COMMUNITY LAW SERVICE
(NORTHAMPTON & COUNTY)**

JOB DESCRIPTION

POST: **HOUSING COURT DUTY ADVISOR**

SALARY: £24,000p.a pro rata + 5% pension contribution dependent on experience (employee to also contribute 5%). (actual salary £16,457)

HOLIDAYS: 26 days per annum plus Bank Holidays (pro rata)

HOURS: 24 hours per week - core days Monday Tuesday Wednesday.

LOCATION. Court duty session at Peterborough County Court Wednesdays, Milton Keynes County Court on Mondays and Northampton County Court on Tuesdays. Some flexibility on days may be required if court days change.. Attendance at office 49-53 Hazelwood Road Northampton as required.

ACCOUNTABLE TO: Housing Manager

PURPOSE OF POST: To attend local courts on a sessional basis to provide immediate assistance, advice and representation for un-represented clients facing repossession hearings

Main Duties:

- To attend at repossession hearing sessions at the specified County Courts
- To provide on the day representation for clients .
- To negotiate with lenders/landlords on behalf of clients.
- To give advice to clients who wish to present their own cases..
- To confirm advice/court decisions in writing to the client.
- To comply with Lexcel quality mark standard as detailed in the Services' Office Manual and complete appropriate documentation to required standard.
- To liaise and maintain a working relationship with the County Courts and local organisations in both the statutory and voluntary sector.
- To ensure statistical information is recorded accurately and regularly on the Service's case management system
- To participate in staff meetings.as required
- To keep up to date with current legislation and policy in relation to Housing law
- To attend in-house training and external training courses as agreed with the Supervisor/Manager..
- To perform any other duties as appropriate.

PERSON SPECIFICATION

KNOWLEDGE

- Good knowledge of Housing Law particular in respect of repossession
- Good knowledge of the powers of both priority and non-priority creditors in the enforcement and recovery of debt.
- Good knowledge of County Court practice and procedures.
- A good knowledge of welfare benefits
- A good understanding of the services offered by the statutory sector and other agencies.

EXPERIENCE

- A minimum of 2 years recent experience of providing a specialist housing advice including handling rent/mortgage arrears.
- Experience of assisting clients in the County Court in relation to repossession hearings.

SKILLS AND ABILITIES

- Excellent communication skills – the ability to communicate effectively both orally and in writing.
- Good time management skills and the ability to prioritise work.
- Good administrative skills including word processing.
- Excellent negotiation/advocacy skills.
- A commitment to equality of opportunity.
- A non judgmental approach.
- Self motivated and able to work both independently and as part of a team.
- Ability to work effectively in partnership with other agencies whilst maintaining the confidentiality and independence of the Service.

Applicants must have a current driving licence and use of a car. applicants will also be required to undertake a DBS check.