

**Job Title:** Housing Solicitor / Legal Aid Supervisor

*Please note that we will consider someone working towards the Supervisor Standard and will agree external supervision with the Legal Aid Agency. The Job Description and Person Specification will be adjusted accordingly to reflect successful candidate’s development and current experience.*

**Contract:**  Permanent - Full Time (37 hours per week)

**Line Manager:**  Operations and Development Manager

**Salary:**  Between £30,000 - £37,000 per annum

(dependent on experience)

**Summary of Main Responsibilities:**

To provide a high-quality, specialist Housing legal support service to people in need across Suffolk and North Essex. You will be based within our Housing Law Team in our offices in central Ipswich, Suffolk.

**Job Description:**

**Main Duties and Responsibilities:**

Casework:

* To provide a high-quality legal housing advice and casework service to people in need in Suffolk and North Essex;
* To provide legal representation at all stages of the case, including some advocacy and judicial review;
* To attend Bury St. Edmunds County Court under the terms of HLPAS Contract;
* To identify common problems capable of legal challenge - for individual people, as well as potential strategic challenges which could bring wider benefits;
* To identify gaps in services and to work with the Senior Management Team to propose new developments and funding opportunities;
* To work to the provisions of the Legal Aid Contract and HLPAS Contract, making sure that work is accurately recorded, and funding secured at each stage of the case;
* To ensure that you meet any minimum targets or outputs that have been set in relation to contracts and grants.

Administration:

* To have responsibility for the administration of your cases and work within the administration systems of Suffolk Law Centre (SLC);
* To maintain accurate records of your work and time, to ensure continuity of casework, information retrieval, compliance with contracts and grant agreements, and to enable the Senior Management Team to monitor and evaluate the services;
* To work to the Specialist Quality Mark (SQM) standard by using the procedures set out in the office manual.

Professional Development:

* To attend regular support and supervision and appraisal meetings;
* To keep up to date with changes in housing law and practice;
* To meet identified learning and development needs as appropriate;
* To maintain your knowledge and practice to continue to meet the Legal Aid Agency Supervisor Standard.

Teamwork:

* To attend and contribute to staff meetings;
* To support and develop staff and volunteers as required to maintain the housing advice service, including providing the appropriate level of casework supervision;
* To attend and actively participate in other meetings as required, and to take an active role in the planning and development of SLC.

General:

* To uphold and promote SLC’s strategic aims and values;
* To act in accordance with the principles of anti-discrimination and to apply SLC's Equality and Diversity policy in your work and conduct;
* Comply with the Solicitors Regulation Authority (SRA) Rules of Professional Conduct and with the instructions of the Senior Solicitor;
* Any other duties relevant to the post.

**Special Conditions to Note:**

1. The post holder may be required to travel across Suffolk and East Anglia, as well as nationally for which the appropriate allowances will be paid;
2. The hours of work are flexible to meet the demands of the job, and may require some evening and weekend working, for which time off will be given;
3. This job description may be subject to change in consultation with the post holder.

**Person Specification:**

**Essential Skills and Attributes:**

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law**, and who may have experienced of some of the issues faced by our clients.

* Qualified Solicitor, experienced Housing Legal Aid Caseworker or equivalent (whilst we are looking for somebody who qualifies as a Housing Legal Aid Supervisor, we will consider someone who would meet the Supervisor Standard within a period acceptable to the Legal Aid Agency, with external supervision provided);
* Experience of representing tenants and/or homeless people in housing cases;
* Good interpersonal skills;
* Be adaptable and able to work in a busy environment and work well under pressure;
* Be able to act as advocate at Court hearings;
* Be able to manage assigned tasks in an efficient and timely manner;
* Be able to use case management systems;
* Show excellent office IT skills.

**Desirable Skills and Attributes:**

* Experience of having worked to the Legal Aid Agency’s Civil Contract Standard in Housing;
* An ability to meet the Legal Aid Agency’s Housing Supervisor Standard.

*Part-time, Job-Share & Flexible working requests will be considered – Please indicate any such requests within your application form.*