



Housing Litigation Solicitor

Job Pack

Thank you for your interest in working at the Citizens Advice service that supports residents across Bury, Bolton, Stockport, Oldham, Rochdale and Trafford. This job pack should give you everything you need to know to apply for this role and what it means to work for the Citizens Advice service.

In this pack you'll find:

- Our values
- Three things you should know about us
- How the Citizens Advice network works
- Information about the organisation, team and the role
- The role profile and person specification
- The benefits of working for the organisation
- Our approach to equality and diversity

Want to chat about the role?

If you want to have a chat about the role further, you can contact **Teresa Willis** by emailing teresa.willis@prospect-us.co.uk

Your application should be sent to teresa.willis@prospect-us.co.uk

Our values

We're inventive - We're not afraid of trying new things and learn by getting things wrong. We question every idea to make it better, and we change when things aren't working.

We're generous - We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone.

We're responsible - We do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.

Three things you should know about us

We're local

We have offices based in Bury, Bolton, Stockport, Oldham, Rochdale and Trafford with outreach across all six areas. We offer direct support to over 74,000 clients each year with 124,000 issues including Welfare Benefits, Debt, Housing, Employment and Immigration.

We're here for everyone.

Our advice helps people solve problems, and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

We're listened to - and we make a difference.

Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.

How the Citizens Advice network works

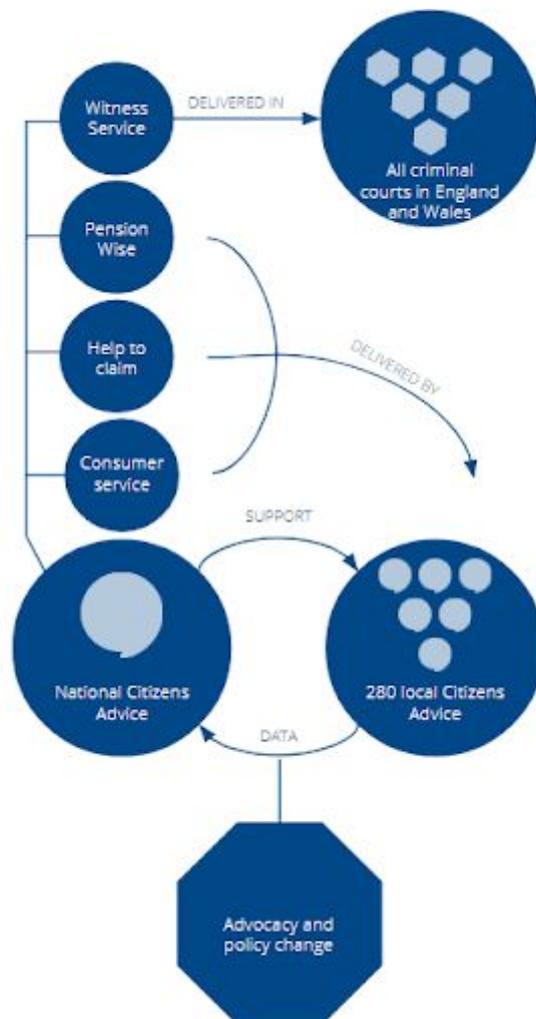
Citizens Advice Bury & Bolton, Citizens Advice Stockport and Citizens Advice Pennine West (a group structure made up of Citizens Advice Oldham, Rochdale and Trafford) are all members of the Citizens Advice service nationally which is made up of a network of 270 local Citizens Advice members.

Citizens Advice nationally is a charity which includes 800 national staff working in one of our six offices or as homeworkers or as part of the Witness Service from over 240 courts across England and Wales 3000 Witness Service volunteers.

Local Citizens Advice are all independent charities, delivering services from over 600 local Citizens Advice outlets over 1,800 community centres, GPs' surgeries and prisons.

The network does this with 6,500 local staff over 23,000 trained volunteers.

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30-minute drive of where they live.



The organisation and team

The role you're applying for is **Housing Litigation Solicitor**.

Citizens Advice Bury & Bolton (CABB) have x1 full-time opportunity. At CABB, the role is part of our Social Welfare Law team and reports to the Director of Advice Services.

Citizens Advice SORT Group have up to x4 FTE opportunities. The roles are part of the Legal Advice Services team. The Legal Advice Services Manager manages these roles.

Here are two ways you can find out more about us:

- Take a look at the [Citizens Advice Bury & Bolton](#) and [Citizens Advice SORT Group](#) websites.
- Take a look at the [national Citizens Advice](#) website and the [Campaigning site](#).

The application process

Stage 1

You are required to submit a copy of your CV and a cover letter; this will be screened against the role description and person specification.

Please ensure your CV includes the following information:

- Your contact details (address, telephone number and email address)
- Information about your education history
- Information about your career history
- Details of any professional qualifications including memberships

Please ensure your covering letter includes the following information:

- Your suitability for the role against the person specification outlined below. This is a crucial part of the process that allows you to provide evidence of your experience, knowledge, skills, and abilities relevant to the role as described in the role profile.
- At least one example of your previous experience (paid work or volunteering) for each person specification.

Should this information not be included, your application for the role will not be taken forward.

Stage 2

You will be invited to a face-to-face interview where you will be asked to complete a short test, deliver a presentation and a formal interview.

The role

Role	Housing Litigation Solicitor
Location	Option for home working - with travel across locations Bury, Bolton, Stockport, Oldham, Rochdale & Trafford, and other areas of the North West and Yorkshire region, as required.
Salary	Up to £33,500 per annum
Hours	Up to five full-time equivalent roles, part-time options are available.
Reporting to	TBC

The Citizens Advice services across Bury, Bolton, Stockport, Oldham, Rochdale and Trafford are leading providers of advice and information, supporting tens of thousands of clients every year. We are now looking to recruit ambitious individuals to join our growing team of solicitors as part of a planned Housing team expansion.

The Housing Litigation Solicitor will handle their own Legal Aid caseload of matters from instruction through to completion, acting on behalf of tenants, including but not limited to:

- Possession Claims for rent arrears both private and social sectors
- Possession claims under the accelerated procedure
- Anti-social behaviour injunctions
- Unlawful Eviction Injunctions
- Disrepair Claims
- Homelessness s204 appeals to the County Court and beyond.
- Judicial reviews

We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from people of all backgrounds. We particularly welcome applications from people with disabilities and people

from Black, Asian and Minority Ethnic groups, as they are currently under-represented in our workforce.

Closing date 8th March 2021

Interview date 16th March 2021

Role profile

Key accountabilities	Key elements & tasks	% of time
Supporting clients	Delivering advice and advocacy direct to clients under Legal Aid Agency contracts	70%
	Negotiate with the other side, other authorities and obtain sources of evidence from other agencies as required, to progress cases effectively.	
	Prepare, as required, case/court papers, ensure that these are correctly recorded along with critical dates etc. in the format specified by relevant stakeholders, and ensure contract compliance.	
	Meeting agreed to targets as set by your line manager.	
Working as part of a team	Take part in peer to peer file reviews and quality of advice assessments	10%
	Be an active member of the wider team, acting and collaboratively support colleagues.	
Research and campaigns	Assist with research and campaigns work by providing information about clients' circumstances through the appropriate channel.	5%
Professional development	Keep up to date with legislation, policies and procedures and undertake appropriate training.	10%
	Work with your line manager to develop an	

	annual learning and development plan that meets your development needs and the organisation's needs.	
	Prepare and attend regular supervision/team meetings as appropriate.	
Other duties and responsibilities	Undertake advice work as required	5%
	Work flexibly to undertake such other reasonable duties and responsibilities.	
<p>Please note that this job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist an individual in the performance of the job and is not included to be an inflexible list of tasks.</p> <p>The Citizens Advice Service is a fast-moving organisation, and therefore an employee's duties may be varied from time to time. The post holder accepts that they may be required to work flexibly and undertake any other work or duties as may reasonably be necessary, within the scope of and proportional to the post's nature.</p>		

Person specification

Essential
At least one year Post Qualified Experience (PQE) of delivering advice and advocacy in housing and debt and hold a valid practising certificate.
Experience of working within the remit of a Legal Aid Agency contract
Proficient in the use of CCMS including the use of delegated function and amending scope and limitations
Ability to meet billing targets of x2 of your salary
Experience in liaising with courts/tribunals and other legal bodies to reach a positive client outcome
Effectively communicate as appropriate to the audience, including accurately drafting letters, reports and complex applications and presenting work in a clear layout, both orally and in writing.
Desirable
Minimum of 3 years PQE experience working in housing law and ideally would be qualified for three years+

Qualified three years+ and hold a valid practising certificate
Broad understanding of other Social Welfare Law subject areas
Current/ previous recent experience of court duty desk work
Meets the civil supervisor status for Legal Aid Agency contracts
Experience in carrying our peer to peer file reviews
Ability to recognise and advise/refer where appropriate with other advice areas including debt and welfare benefits
Core
Ability to contribute to an inventive, generous and responsible organisational culture in line with our values
Ability and willingness to work as part of a team and a commitment to collective team responsibility
Understanding of, and commitment to, the aims and principles of the Citizens Service in which equality and diversity is embedded throughout
Proven ability to use IT packages, including, word processing, spreadsheets, presentation packages, email (maintain an electronic diary) and the ability to use or learn to use other packages as necessary
Commitment to continual professional development, including a willingness to develop knowledge and skills in advice topics
Awareness that Citizens Advice clients are at the heart of everything we do.

What we give our staff

We value the people who work here - and we show that in what we offer. As well as things like annual leave and our workplace pension, working at Citizens Advice means getting access to many benefits.

- [Citizens Advice Bury & Bolton employee benefits package](#)
- [Citizens Advice SORT Group colleague benefits package](#)

Equality and diversity at Citizens Advice

We are fully committed to stand up and speak up for those who face inequality and disadvantage. We want this to be reflected in the diversity of the people who work for us.

To help us achieve this, we aim to make our recruitment process as fair as it can be. We also offer support to disabled candidates to make sure no one loses out on a role because of their condition.

We judge the application, not the person. The selection panel won't see your details. This makes sure each person's response is judged on its merits and not on their background.

Our commitment to equality runs through everything we do - read the [Citizens Advice Stand up for Equality Strategy](#) to find out more.

Additional information

Please see the ([CABB website](#) or [SORT Group website](#)) for information on the following:

- Disability
- Entitlement to work in the UK
- Diversity monitoring
- GDPR: How we will use your information
- References
- Criminal Convictions/DBS

We wish you every success in your application and thank you for taking the time to consider joining us.