

Our ref: PM
Your ref:
Date: August 2019

Dear Applicant

Re Housing Solicitor/Caseworker

Thank you for your interest in this post to work in our Wandsworth and or Kingston office.

I am pleased to enclose:

1. Job Descriptions and Person Specifications for Housing Solicitor/Caseworker
2. Guidelines for Applicants
3. Organisation Summary

You can download the application form from our website.

The closing date for receipt of applications is ongoing, you are advised to submit your application early to avoid disappointment. Applications should be sent by email to recruitment@swllc.org.

Yours faithfully

Patrick Marples CEO
South West London Law Centres |

SOUTH WEST LONDON LAW CENTRES
Legal Action for Local Communities

JOB ADVERT – Housing Caseworker / Solicitor

South West London Law Centres (SWLLC), one of the largest and most progressive Law Centres in the country, is seeking a Housing Solicitors/Caseworker to be based in either Wandsworth or Kingston Office as well as other branch offices of SWLLC

We are looking to expand our 8 person housing team consisting of 5 solicitors, a caseworker and 2 paralegals across our 4 branch offices. We run a wide range of housing work covered by Legal Aid including a significant amount of representation work as part of the housing court duty schemes in Croydon, Wandsworth and Kingston County Courts. We are looking for energetic lawyers, caseworkers and paralegals to help expand our work. We are considering looking further at a range of fixed fees and conditional fee agreements for areas that have now gone out of scope of Legal Aid, as well as expanding the area we cover.

We offer flexible working and generous benefits

Housing Solicitor / Caseworker

Salary:	Up to £34,942 p.a (NJC Scale 35 including Inner London Weighting) depending on experience
Reports to:	Housing Team Leader
Term:	Permanent
Based at:	Wandsworth or Kingston - Travel may be required to our other branch offices and court duty schemes we operate.

The closing date for the post is ongoing with interviews soon after. If you would like to discuss the post further, please email recruitment@swllc.org. Applications should be made on our application form available from our web site at <http://www.swllc.org/Vacancies.php>

SOUTH WEST LONDON LAW CENTRES

Legal Action for Local Communities

ORGANISATION SUMMARY AND OBJECTIVES OF THE POST

SWLLC is a community based legal practice and a registered charity. Our history dates back to 1974 when the first Law Centres in Wandsworth were created. We became SWLLC in 2004 through the merger of a number of Law Centres in South West London

We now work across six South West London boroughs (Croydon, Merton, Kingston, Richmond, Sutton and Wandsworth) helping people to understand and enforce their legal rights. In doing so, we address the root causes of social injustice – poverty, family breakdown, unemployment and exploitation. SWLLC provides full legal casework, representation and advice in the following areas of social welfare law – Community Care, Debt, Employment, **Housing**, Immigration & Asylum and in a limited way in Welfare Rights. We represent clients in all courts and tribunals. In 2017/18 we worked upon 2,108 cases. We also provide the **housing duty solicitor schemes** at Croydon, Kingston and Wandsworth County Courts giving emergency representation in possession hearings for rent and owned homes and at the warrant stage for evictions. In 2017, we represented 1714 people in court.

We have a strong emphasis on quality – our Immigration Team was rated as “Excellent” in a Legal Aid Peer Review earlier this year.

There is a large demand for our services and we are also exploring new ways of working to deliver and develop services into Surrey

SWLLC has a long history of using volunteers since 1977 and our first pro bono clinic started in 1982 in conjunction with a local Citizens Advice Bureau. In 1986 the first clinic run by an individual firm started with Simmons & Simmons. SWLLC delivers 15 - 18 pro bono clinics each week to provide initial advice on legal problems concerned with Crime, Criminal Injury, Consumer, Employment, Family, General Litigation, Housing, Immigration, Inquests, Motoring Offences, Personal Injury, Small Claims and Wills & Probate. The overarching aim is to empower clients by encouraging them to take steps to resolve their problems themselves but advisers may also carry out a limited amount of follow-up work such as drafting documents or writing letters on clients' behalf. The work is important because addressing legal problems in their early stages can prevent them from escalating into bigger, more complex problems. In 2017, 4,276 people in 2017-18 people were assisted. We estimate in any one year over 400 volunteer lawyers will help with our clinics. There are 16 firms involved with the clinics as well as individual solicitors.



SWLLC also delivers a significant volunteer programme, supporting our administrative and reception functions, assisting our caseworkers, and providing debt advice to our clients. In 2017 over, 90 volunteers helped with legal work or by providing invaluable back-up and support.

SOUTH WEST LONDON LAW CENTRES
Legal Action for Local Communities

GUIDANCE FOR APPLICANTS

Please read these notes carefully before filling in your application form, as the decision to shortlist for interview will be based solely on the information provided on the application form.

General Guidelines

1. Give only information, which is relevant to the post.
2. Complete all sections of the form. You will need to do this in order to be fairly compared to other candidates. All information given is treated as confidential.
3. Complete a rough draft first. This avoids mistakes and untidiness and enables you to organise and review the information you put on the form.
4. Get feedback from other people and make sure you give examples, which demonstrate your ability to do the job.
5. Complete the form in type, word processor, black ballpoint or ink.

Selection Criteria – The Person Specification

The skills, experience and qualification described in the Person Specification are the criteria against which you will be assessed and short-listed. Make sure you have covered each section of the Person Specification in your application form.

Employment

When completing this section include relevant part time work or work taken on a voluntary basis. Outlining your previous work experiences or other responsibilities may help you to uncover relevant skills, which are clear signs of your ability to do the job.

Further Information

In section four of the application form you should try to show how you are able to do the job. Rather than simply repeating your career history, look at the skills and experience required for the job and provide evidence that you possess them. Concentrate on the things you know and what you can do rather than on what other people in your group or workplace can do.

References

Where possible at least one of your referees should be a previous employer; either you're present or most recent employer. If you have not previously been employed, or have not worked for some time, give the name of someone who knows you sufficiently well to confirm the information given and who can comment on your ability to do the job. (You must not provide a relative or partner's name as a referee).

Monitoring Information

This section is included in order to monitor the effectiveness of SWLLC's Equal Opportunities Policy, which aims to ensure that all applicants are treated fairly. All information is treated in confidence and used only for statistical monitoring.

The monitoring section of the application form is not used as part of the selection process. Consequently, if for example you have a disability, and this is an item in the person specification, **do also mention it in the main part of your application form.**

Finally – take a copy of the form and keep it to remind yourself of what you have said if you are called for an interview. Good Luck!