

Our ref: PM  
Your ref:  
Date: September 2020

Dear Applicant

**Re Discrimination and Employment Caseworker**

Thank you for your interest in this post to work in our Croydon office and remotely

I am pleased to enclose:

1. Job Description and Person Specification for Discrimination and Employment Caseworker
2. Guidelines for Applicants
3. Organisation Summary

You can download the application form from our website.

Applications should be sent by email as soon as possible to [recruitment@swllc.org](mailto: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 – Discrimination and Employment Solicitor/Caseworker**

---

South West London Law Centres (SWLLC), one of the largest and most progressive Law Centres in the country, is seeking a highly motivated and experienced employment and discrimination solicitor/caseworker to make full use of our discrimination legal aid contract.

SWLLC won the highly prestigious Legal Aid Firm/Not for Profit of the year 2020 at the LALY Awards.

We can offer flexible working and generous benefits and will consider part-time applications.

---

<b>POST:</b>	Discrimination and Employment Solicitor/Caseworker
<b>Salary:</b>	Up to £35,292 according to experience. We would also consider an exceptional candidate with less experience but with a lower starting salary
<b>Term:</b>	Six-month fixed term with possible extension for a proficient candidate
<b>Reports to:</b>	Head of Legal Practice SWLLC Caseworker/Volunteers within the employment team, Senior Management Team and Branch Administrators.
<b>Based at:</b>	Croydon with potential outreach and delivery at other locations

---

Applications should be submitted as soon as possible by email to [recruitment@swllc.org](mailto:recruitment@swllc.org).

**SOUTH WEST LONDON LAW CENTRES**  
***Legal Action for Local Communities***

**JOB DESCRIPTION**

---

<b>POST:</b>	Discrimination and Employment Solicitor/Caseworker
<b>Salary:</b>	Up to £35,292 according to experience. We would also consider an exceptional candidate with less experience but with a lower starting salary
<b>Term:</b>	Six-month fixed term with possible extension for a proficient candidate
<b>Reports to:</b>	Head of Legal Practice SWLLC Caseworker/Volunteers within the employment team, Senior Management Team and Branch Administrators.
<b>Based at:</b>	Croydon with potential outreach and delivery at other locations

---

**Key Tasks**

- 1 To develop and undertake Discrimination and Employment caseload under a legal aid contract for eligible clients
- 2 The post-holder will advise and represent clients who live or work in South West London in all areas of discrimination work focusing on employment law taking cases as necessary to tribunals and courts, including appellate jurisdictions.
- 3 To be or work towards being a LAA category discrimination supervisor. The post-holder will ensure maintenance of standards in accordance with Lexcel accreditation.

**Duties & Responsibilities**

- 4 To ensure that all advice, assistance and representation complies with the requirements of our Lexcel quality mark and where publicly funded complies with the requirements of the Legal Aid Agency
- 5 To ensure all casework is recorded within our SOS case management system and prompt billing and payment of work undertaken. The post holder will be expected to meet billing and time recording targets which are set in accordance to the overall requirements of the Law Centre's annual budget and our contracts. This would include developing billable new work in progress of £50,000 per annum

- 6 To ensure that the terms of all Law Centre funders are kept to in relation to advice & casework including providing reports as required. To report on the work of the Law Centre to the management committee as required
- 7 To participate in team meetings and to carry out file reviews in accordance with Lexcel requirements
- 8 To participate in staff meetings from time to time
- 9 To be responsible for your own word processing, filing and case recording within SOS case management system
- 10 To advise and provide training and talks to Law Centre staff and volunteers and to front line advice agency staff within the Law Centre's catchment area as necessary
- 11 To help develop relationships and work arrangements with local partners to develop referrals
- 12 To attend meetings of coordinating bodies as required
- 13 To share the work of maintaining everyday necessities
- 14 To provide cover for colleagues during absences.

### **Advice & Casework**

- 15 To provide discrimination advice and casework service to clients of the Law Centre. This is to include interviewing clients, advising them of their rights and responsibilities, assessing suitability and effectiveness of alternative courses of action, advising on potential challenges and legal procedures
- 16 To assist other teams in the Law Centre in helping clients resolve any discrimination matters
- 17 To assist clients in liaising with other people and organisations to resolve their discrimination problems where possible
- 18 To represent clients at Tribunals and Courts and do the necessary preparation and research
- 19 To visit clients at their homes if appropriate
- 20 To instruct and attend Counsel's chambers with clients as appropriate
- 21 To supervise as required any discrimination advice and casework conducted.

### **Professional Development**

- 22 To attend courses on new legislation, specialist skills and the use of information technology
- 23 To keep up to date with the changes in relevant legislation
- 24 To read the relevant law journals
- 25 To discuss regularly with your Team Leader your job performance and personal career development
- 26 To be appraised regularly and to engage fully in this process to further personal development and maximise your contribution to SWLLC
- 27 To undertake such training as is necessary to maintain and/or achieve the standards required of a Legal Aid Agency Category Supervisor in Discrimination.

### **Equal Opportunities**

- 28 To have regard at all times in the planning and execution of duties to SWLLC's Equality and Diversity Policy
- 29 To play a full role in the organisation supporting colleagues to maximise their effectiveness
- 30 In addition to the tasks and duties listed in this job description to undertake such duties as may be identified and which are generally compatible with the functions of the post.

### **Social Policy**

- 31 To be alert at all times to the social policy implications of issues presented by clients
- 32 To take appropriate action to influence social policy in regard to these issues.

**SOUTH WEST LONDON LAW CENTRES**  
***Legal Action for Local Communities***

**PERSON SPECIFICATION**

---

<b>POST:</b>	Discrimination and Employment Solicitor/Caseworker
<b>Salary:</b>	Up to £35,292 according to experience. We would also consider an exceptional candidate with less experience but with a lower starting salary
<b>Term:</b>	Six-month fixed term with possible extension for a proficient candidate
<b>Reports to:</b>	Head of Legal Practice SWLLC Caseworker/Volunteers within the employment team, Senior Management Team and Branch Administrators.
<b>Based at:</b>	Croydon with potential outreach and delivery at other locations

---

**Essential Experience**

1. At least two years' full-time equivalent experience of Discrimination and Employment Law casework and representation
2. Able to achieve demonstrate able billing targets
3. Ability to manage a varied caseload of sufficient appropriate matters to meet the billing target currently of a minimum £50,000
4. Ability to draft appropriate documentation in all areas and procedures of Discrimination and Employment law
5. A wide range of representation experience in the tribunal, with the ability to take cases through the higher courts
6. Commitment to equal opportunities as set out in the principles and policies of South West London Law Centres.

**Essential Skills**

7. An intelligent and highly motivated person who is accustomed to taking significant decisions and having a high level of personal accountability
8. Ability to work independently with a proven ability to prioritise work and to meet deadlines
9. Ability to take strategic overview and to plan for the long term
10. Ability to liaise and work effectively in partnership with a wide range of stakeholders

11. Excellent communication skills: you must be able to relate well to colleagues, clients and third parties, in person, in writing and on the telephone, despite the pressures of the role
12. Understanding of the problems which face diverse communities.
13. Ability to be self-servicing: you will be expected to manage most of your own typing, filing, billing and payment of cases.
14. Ability to use computer and information technology including management information systems and to be self-servicing. Must be proficient in Microsoft operating systems (Word, Excel, and Office).
15. Ability to working collaboratively within SWLLC
16. You must be very well organised in order to work well under pressure without compromising standards

#### **Desirable Experience and Skills**

17. Experience of working under a Legal Aid Agency Contract specification for Public Funding (Legal Aid) and Legal Help
18. At least three year's full-time equivalent experience of Discrimination and Employment Law casework and representation covering a wide range of cases including ability to meet LAA qualified category Discrimination supervisor standard
19. Experience of running cases through damage based and conditional fee agreements
20. Experience of giving successful training or talks

## **SOUTH WEST LONDON LAW CENTRES**

*Legal Action for Local Communities*

### **ORGANISATION SUMMARY AND OBJECTIVES OF THE POST**

---

We are looking to recruit a highly-motivated and experienced discrimination and employment solicitor/caseworker who wants to help us develop our legal aid contract. We will consider part-time applications.

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. The Law Centre won the highly prestigious Legal Aid Firm/Not for Profit of the Year 2020 at the LALY Awards in July.

We are looking to expand our employment team. Currently we have one caseworker who is supported by a team of volunteers, some of whom are very experienced including a retired QC who helps each week. Our work is currently funded through grant funding and charging. We want to fully utilise our legal aid discrimination contract and have six months' funding to start off a new post. We are looking to build up sufficient work in progress so that this post will start to generate £50,000 per annum to make it self-financing in the future.

---

SWLLC now works 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. 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.

SWLLC delivers 15-18 pro bono clinics each week to provide initial advice on legal problems. There are 16 firms involved with the clinics as well as individual solicitors.

SWLLC works with and assists over 7,500 people per year.

Since COVID most of our work has been done remotely at home or from our offices. We are starting some direct contact with clients and this will expand as our offices work towards being fully open again. The post is designated to be based in our Croydon office but we are open to discussions on basing the post at another office.

---

SWLLC's Croydon Office is a short walk from either East or West Croydon stations.