

The Community Law Partnership

Solicitors

Housing Law Advice

Application for Employment

The Community Law Partnership is an Equal Opportunities Employer. We invite applications from men and women from all sections of the community, regardless of their ethnic origin, colour, marital status, religion, or sexual orientation, who have the necessary attributes for the job. We also welcome applications from disabled persons.

Job Title:

Housing Caseworker

Personal Details

Title:

Surname:

Forename(s):

Address:

Contact Telephone Numbers:

E-mail Address:

Present Appointment/Last Appointment if not Working

Name and address of employer	Nature of business	
	Post held	
	Date appointed	Date left
Basic Salary/Wages	Notice required by your present employer	
Reasons for leaving		

Previous Appointments

From	To	Employer	Position Held	Salary	Reasons For Leaving

Education/Qualifications

School/College/University	Examinations Taken	Grades

Specialised Training (Include here any 'in-job' training, e.g. on computer systems etc.)

Dates	Details

Please tell us 1. How, and to what extent you satisfy the essential and desirable criteria and 2. Why you want to work for the Community Law Partnership. We will not consider your application unless you do this. Please do not attach a CV.

Interests

--

References

Please provide the name and address of two persons to whom we may apply for a reference. (Note: we will not contact employers for references prior to any offer and/or acceptance of employment.)

Present/Last Employer	Other Referee

Other Information

(Please provide any other details here you may feel are relevant to your application and please provide details of any special requirements e.g. in relation to disability/access).

--

I certify that the details given on this application form are correct.

Signed

Dated

This application form should be returned to:-
The Community Law Partnership
4th Floor, Ruskin Chambers
191 Corporation Street
Birmingham B4 6RP
Tel: 0121 685 8595 Fax: 0121 236 5121
Or send by e-mail to:
office@communitylawpartnership.co.uk

Job Details

- Assessing eligibility for Legal Aid.
- Completing Legal Aid applications.
- Keeping abreast of scope and cost limitations on Certificates.
- Taking instructions.
- Dealing with vulnerable people.
- Running a housing law caseload.
- Attending Court.
- Advocacy.
- Following the Civil Procedure Rules when conducting casework.
- Achieving best outcomes for clients.
- Meeting time and fee targets.
- Compliance with Lexcel.
- Using computerised case management system and accounts package.
- To assist colleagues when required.
- Maintaining orderly files and managing cases effectively.

Hours: Full time, Monday to Friday, 9.00 a.m. to 5.30 p.m. (one hour lunch break).

Holidays: 25 days per annum plus statutory holidays.

Not available for job share.

Essential Requirements

1. Commitment to publicly funded work.
2. Commitment to Housing Rights.
3. Relevant litigation and/or housing law experience.
4. Ability to work as part of a team.
5. Good organizational skills.

Desirable Requirements

1. Experience of working within the current Legal Aid Scheme.
2. Knowledge of housing law;
3. Experience of housing casework;
4. Computer literacy.

PAY SCALE w.e.f. 1st April 2017

Note: CLP is a Living Wage Foundation employer. As at 1/11/2016 the Living Wage is £8.45 per hour and as such the partners will ensure all staff are not paid less than this amount (which equates to £15,379 for a 35 hour working week or £16,478 for a 37½ hour working week).

Solicitor/Adviser

Grade 1 – **£17,500** – new adviser with little or no previous experience

Grade 2 – **£18,180** – adviser with 2-3 years' experience

Grade 3 – **£26,013** – adviser with 3-5 years' experience or experienced Trainee Solicitor/NQ
Solicitor

Grade 4 – **£30,427** – Solicitor PQE 2+ years; adviser 5+ years

Grade 5 – **£32,873** - Solicitor PQE 7+ years

Grade 6 – **£38,380** - Solicitor PQE 12+ years; adviser 12+ years

Grade 7 – **£39,091** – Solicitor Supervisor; Solicitor PQE 12+ years with exceptional experience.

New Trainee Solicitor

£18,547 – Trainee Solicitor

Practice Manager/Assistant Manager

Grade 1 – **£20,000** - little or no previous experience and/or newly appointed

Grade 2 – **£24,240** – greater experience and more supervisory/management responsibilities

Grade 3 - **£34,915** - extensive experience and more supervisory/management role with greater responsibilities.

Typist:

Grade 1 – **£15,379** – little or no previous experience

Grade 2 – **£17,342** – greater experience and/or newly appointed with previous experience

Grade 3 – **£20,844** – Extensive experience of our sector of work; possibly with other responsibilities

Costs clerk

Grade 1 – **£15,379** – little/no previous experience

Grade 2 – **£18,772** – greater experience

Grade 3 – **£21,500** – very experienced

Accounts Assistant

Grade 1 - **£15,379** - little/no previous experience

Grade 2 - **£18,772** - greater experience

Grade 3 - **£21,500** - very experienced; possibly with other responsibilities

Administrative Assistant/Telephonist/Receptionist

Grade 1 – £16,478 – little or no previous experience and/or newly appointed with previous experience

Grade 2 – **£17,252** – greater experience; possibly with other responsibilities

Ungraded Roles (i.e. Scanning/Cleaner/Salaried Placements for University Students)

£16,478

Movement into higher grades will not be automatic dependent solely on experience and length of service, it will also depend upon an assessment of the following factors: qualifications; experience; fee-income generated; chargeable hours; responsibilities held; commitment; performance; length of service; caseload carried; our ability to pay*. The structure is not intended to set in stone present differentials between fee-earners.

*Salaries will be reviewed annually following careful consideration of the accounts, financial forecasts, and budgets. The extent to which we can move people between grades in any one year will depend upon our financial performance and future sustainability.

To enable effective monitoring of the Community Law Partnership's Equality and Diversity policy please complete the questionnaire below:-

This information **WILL NOT** be used in any way when shortlisting or deciding an applicant's success or failure in obtaining employment. (This sheet is removed from your application pack before the application forms are reviewed for shortlisting).

GENDER: Male Female

AGE:	16-24	<input type="checkbox"/>	45-54	<input type="checkbox"/>
	25-34	<input type="checkbox"/>	55-64	<input type="checkbox"/>
	35-44	<input type="checkbox"/>	65+	<input type="checkbox"/>
	Prefer not to say		<input type="checkbox"/>	

DISABILITY: The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the Person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the definition of the Equality Act? Yes No Prefer not to say

ETHNIC GROUP:

Asian / Asian British

Bangladeshi

Chinese

Indian

Pakistani

Any other Asian background*

*Please state:

Black or Black British

African

Caribbean

Any other black background*

*Please state:

Mixed

White & Asian

White & Black African

White & Black Caribbean

Any other mixed background*

*Please state:

White

British

Irish

Gypsy, Roma or Irish Traveller

Any other white background*

*Please state:

Other Ethnic Group

Arab

Any other ethnic background*

*Please state:

Prefer not to say

RELIGION OR BELIEF:

No religion or belief

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Atheist

Any other religion*

*Please state:

Prefer not to say

SEXUAL ORIENTATION:

Heterosexual / straight

Bisexual

Gay man

Gay woman / lesbian

Other*

*Please state:

Prefer not to say