

# **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 Solicitor/Caseworker (Full time permanent)

### **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

**How do you satisfy the essential and desirable requirements?**

A large, empty rectangular box with a thin black border, intended for the user to provide a written response to the question above. The box occupies most of the page below the question.

## Interests

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## 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).

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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

4<sup>th</sup> 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](mailto:office@communitylawpartnership.co.uk)

## **Job Details**

To give advice and assistance on housing law to tenants, homeless people and others in housing need, including casework and litigation. No advice is given to Landlords.

To maintain files and to manage cases effectively.

You will receive appropriate training and will also, like all partners and employees of the firm, be asked to help out, as reasonable and appropriate, with the general running of the firm.

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.

Available for job share.

## **Essential Requirements**

1. At least 1 years' experience in housing law, including litigation and advice.
2. A sound knowledge of the law relating to residential possession proceedings and homelessness
3. Experience of legal aid work.
4. Ability to learn quickly and to identify relevant issues.
5. Ability to work as part of a team.
6. Ability to work under pressure.
7. Ability to prioritise work, to manage cases and maintain files efficiently and to meet targets.
8. A willingness to use and develop skills in the use of computer case management systems.

## **Desirable Requirements**

1. Experience of County Court litigation including advocacy.
2. Experience of working in a publicly funded agency.
3. Experience of other areas of housing law.
4. Experience of public law work.
5. Knowledge of Community Care Law in a Housing context.
6. Experience of using computerised case management systems.

PAY SCALE w.e.f. 1<sup>st</sup> April 2018

**Note: CLP is a Living Wage Foundation employer. As at 1/11/2017 the Living Wage is £8.75 per hour and as such the partners will ensure all staff are not paid less than this amount (which equates to £15,925 for a 35 hour working week or £17,063 for a 37½ hour working week). W.E.F. 1/11/18 - £9.00 per hour (which equates to £16,380 for a 35 hour working week or £17,550 for a 37½ hour working week)**

**Solicitor/Adviser**

Grade 1 – **£17,500** – £17,550 w.e.f. 1/11/18 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**

**£19,122** – Trainee Solicitor

**Practice Manager/Finance Manager/Assistant Manager**

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

Grade 2 – **£24,240** – greater experience with additional responsibilities

Grade 3 - **£30,600** – greater experience with more supervisory/management responsibilities

Grade 4 - **£35,613** - extensive experience and more supervisory/management role with greater responsibilities.

**Typist:**

Grade 1 – **£15,925** – £16,380 w.e.f. 1/11/18 little or no previous experience

Grade 2 – **£17,689** – greater experience and/or newly appointed with previous experience

Grade 3 – **£21,261** – Extensive experience of our sector of work; possibly with other responsibilities

**Costs clerk**

Grade 1 – **£15,925** – £16,380 w.e.f. 1/11/18 little/no previous experience

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

Grade 3 – **£21,930** – very experienced

### Costs Lawyer

Grade 1 - **£24,930** – newly qualified

### Accounts Assistant

Grade 1 - **£15,925** - £16,380 w.e.f. 1/11/18 little/no previous experience

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

Grade 3 - **£21,930** - very experienced; possibly with other responsibilities

### Administrative Assistant/Telephonist/Receptionist

Grade 1 – **£17,063** – £17,550 w.e.f. 1/11/18 little or no previous experience and/or newly appointed with previous experience.

Grade 2 – **£17,597** – greater experience with other responsibilities

Grade 3 - **£18,360** – greater experience with additional responsibilities

Grade 4 - **£18,870** – extensive experience with additional responsibilities

### Ungraded Roles (i.e. Scanning Admin Asst/Cleaner)

**£17,404** £17,550 w.e.f. 1/11/18

### Salaried Placements for University Students

**£17,063** £17,550 w.e.f. 1/11/18

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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

<b>AGE:</b>	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