

Job Description

Job title:	Housing Solicitor
Reports to:	Director of Legal Services
Hours:	Full time 35 hours per week
Salary:	£42,675 per annum
Contract:	6 months from mid-late May (paternity leave cover)
Leave:	Pro rata of full time 30 days per annum plus bank holidays
Pension:	5% employer contribution

About RCJ Advice

RCJ Advice - Citizens Advice & Law Centre is a unique, independent charity, based originally out of the Royal Courts of Justice in central London, providing a number of local and national services.

Over the past 45 years we have grown and developed our work as a very different Citizens Advice, and in December 2023 we became an accredited Law Centre, part of the Law Centres Network.

Initially set up to help people with a court case at the Royal Courts of Justice who couldn't afford legal advice, we have expanded to provide advice and support services to people both locally and across England and Wales.

In addition to legal advice, we recognise the need to provide wider advice and support services for people before, during and after the legal process.

Purpose of the Role

To provide high quality specialist advice and casework to clients in housing law, including representing clients at Court. The post holder will be a member of a small team delivered by two housing solicitors and will be focused on Legal Aid work including, including the Housing Loss Prevention Advice Service.

Key Responsibilities

- Provide an advice and casework service to clients in housing law, particularly when a client's home is at risk. This will include interviewing clients, assessing suitable courses of action, advising clients of their rights and responsibilities and

on legal procedures, and preparing cases for and representing clients at the relevant court.

- Maintain an up-to-date knowledge of relevant changes in law and policy and undertake training as required.
- Meet agreed billing targets.
- Manage own workload.
- Ensure prompt billing.
- Ensure that all advice, assistance and representation complies with the requirements of the Legal Aid Agency (LAA).
- Keep accurate case records and use the appropriate case management systems.
- Participate in regular file reviews and, participate in being supervised and appraised.
- Work as part of a team.
- Participate in staff and team meetings.
- Work within the policies and procedures of RCJ Advice.
- Undertake other duties as may be identified and which are generally compatible with the functions of the post.
- Contribute to the delivery of our mission and champion our core values.

This list of responsibilities is neither exclusive nor exhaustive as the post holder may be required to undertake other duties and responsibilities commensurate with the nature of this role.

Person Specification

1. A minimum of two years' experience of housing law casework
2. Appropriate legal qualifications to undertake housing law casework under a Legal Aid Agency contract.
3. Experience of working under Legal Aid Agency contract specification for Legal Aid and Legal Help and meeting billing targets.
4. Ability to work effectively in small team including self-supporting administration
5. An ability to manage a varied caseload.
6. An ability to raise income by use of LAA funding of cases and cost claims.

7. A commitment to deliver face-to-face advice services to vulnerable and disadvantaged clients.
8. A commitment to Diversity and Equality.
9. IT skills in Microsoft Word and associated software; using case management systems; ability to dictate letters/briefs.
10. An understanding of and commitment to professional advice standards including conflict of interest and client confidentiality.
11. An ability to prioritise your workload with the minimum of supervision.
12. Good interpersonal skills and the ability to work well in a team, encourage effective team work and maintain effective working relations with other teams.

Working Hours

The role will typically work Monday to Friday 9am to 5pm with a 1 hour lunch.

While the location of the role is our head office at the Royal Courts of Justice, this is a hybrid working role where staff typically work 3 days at home and 2 days in the office (or at court).