



## **Tackling Discrimination in the East**

### **Part-Time Discrimination Legal Advisor**

**Job Share: 22.2 hours (specific times by agreement)**

**Salary: £26,530 FTE (pro rata 22.2 hours)**

**This post is funded until 31<sup>st</sup> August 2022 by  
The National Lottery Community Fund**

Suffolk Law Centre is one of the UK's newest Law Centres and is looking for a Discrimination Legal Advisor to join our Tackling Discrimination in the East team based at our office in Ipswich.

Suffolk Law Centre is a part of the Ipswich and Suffolk Council for Racial Equality (ISCRE) Group of Charities and works very closely with the other parts of ISCRE.

Based in Ipswich and with over 50 pro bono solicitor and barrister advisers and a close relationship with local universities. Suffolk Law Centre was opened on 23<sup>rd</sup> March 2018 and aims to tackle discrimination, inequality and access to justice across East Anglia.

The Tackling Discrimination in the East Project provides free legal advice, advocacy and representation for victims of all types of unlawful discrimination and harassment in employment and goods and services, who cannot access legal help elsewhere.

We are funded by The National Lottery Community Fund until 31<sup>st</sup> August 2022 to provide a service in Suffolk as well as a limited service in Norfolk. We also undertake training and awareness raising.

In addition, we have just been awarded a Legal Aid Contract in Discrimination to commence in September 2019 for face to face advice. Therefore, the discrimination work will be a mixture of legally aided work and grant funding as above.

## **Job Description**

### **The Role:**

Job Title: Discrimination Legal Advisor

Salary: £26,530 FTE (pro rata 22.2 hours)

Hours: 22.2 per week

Reports to: Director of Legal Services

Location: Ipswich

We are looking for a Discrimination Legal Advisor to support the Director of Legal Services in and by the delivery of timely and accurate advice, advocacy and representation to people who experience unlawful discrimination and harassment across Suffolk and to assist with running outreach clinics in Suffolk and Norfolk.

### **Main Responsibilities:**

1. Responsibility for supporting clients who experience discrimination or harassment in a range of ways either through advocacy, representation or effective signposting/referral;
2. Maintain close relationships with other advice/specialist agencies and support the development of a network of agencies offering advocacy and advice in respect of Discrimination issues;
3. Undertake case work using the Case Management System, ensuring it is compliant with the Specialist Quality Mark (SQM) standard and meets the criteria set out in funding agreements/requirements;
4. Assist the Director of Legal Services in providing regular reports to the Board of Trustees from the Case Management System and interpret the information in order to identify trends and areas of concern;
5. Support the Director of Legal Services to advise, liaise, and work in partnership with public, private and voluntary sector bodies to ensure services and employment standards are non-discriminatory;
6. Support and development Suffolk Law Centre's programme of work ensuring that projects identify and address local priorities and that issues affecting Suffolk's communities are communicated widely through newsletters, websites etc.;
7. Inform, promote and encourage public, private and voluntary sector bodies to effectively prevent and respond to the experiences of discriminating, inequality and hate crime, to include presentations and training delivery;
8. Provide general support to the running of Suffolk Law Centre including attending meetings and events such as the Annual General Meeting and other county or regional based groups;
9. To provide the highest quality advice, assistance and representation in discrimination law and to assist with ensuring that all Legal Aid work complies with the terms of the SQM and the legal aid contract;

10. Maximise Legal Aid income where the area of law is within scope of the Contract held with the Legal Aid Agency (LAA);
11. To undertake all work in accordance with Suffolk Law Centre's ethos, policies and procedures and to ensure that financial and other targets are met;
12. To carry out file reviews in accordance with the SQM requirements (if the applicant meets the LAA Supervisor Standard);
13. Undertake any other related duties as may reasonable be required.

## **Person Specification**

### **Essential Criteria:**

- A sound knowledge of the English Legal System, the Courts and Tribunal process and interpreting legislation;
- At least two years of legal case management experience;
- Basic knowledge of equality and employment legislation and the willingness to train in this specialism;
- Has the experience to demonstrate that, after initial training, will manage independently a substantial caseload with limited supervision;
- Demonstrates an understanding of effective advocacy and representation skills and the importance of empowering clients;
- Experience of working with communities/individuals who are affected by discrimination and/or agencies working in the voluntary or statutory sector in a relevant field of work;
- Demonstrates the ability to write letters/reports and analyse complex information promptly;
- Demonstrates strong verbal communications skills;
- Demonstrates the ability to work on own initiative as well as part of a team, to follow and adhere to management guidance structures in line with Suffolk Law Centre's professional employment standards, policies and procedures;
- Shows excellent IT skills to include use of up-to-date technology such as Microsoft Word and Excel etc.;
- Experience of working to demanding time scales in a pressured environment;
- An ability to empathise with clients;
- A willingness to travel regularly in Suffolk and Norfolk to provide outreach.

**Desirable Criteria:**

- Experience of undertaking publicly funded casework including Legal Aid certificated work;
- Legal qualification e.g. Solicitor, Barrister or equivalent;
- Experience of County Court litigation;
- Some knowledge of the workings of the public, private and voluntary organisations;
- Experience of working with highly vulnerable clients with complex needs;
- Knowledge of Legal Aid contract rules and regulation;
- Full Driving Licence and own car.

**Special Conditions to Note:**

- The post holder may be required to travel across Suffolk and Norfolk, regionally and nationally for which the appropriate allowances will be paid;
- The hours of work are flexible to meet the demands of the job, and may require some evening and weekend working, for which time off will be given;
- This job description may be subject to change in consultation with the post holder;
- The post holder works toward Suffolk Law Centre and ISCRE Group of Charities' commitment to Equality and Human Rights.