



## THE HOXTON TRUST

**JOB DESCRIPTION:** Legal Advisor  
**RESPONSIBLE TO:** Executive Director  
**SALARY:** £29,000 pro rata (5 day/35-hour week)  
**WORKING HOURS:** 3 day/21-hour week  
**BASED:** Hoxton, Hackney  
**STARTING DATE:** Immediate (subject to any notice period you may have)

### **ROLE DESCRIPTION**

Deliver outreach advice and casework service of welfare rights, welfare related, housing. Support and provide clients with general support and signposting to specialised agencies for all other areas. Outreach takes place at three GP's surgeries in Hackney; casework and follow up activities are from the charity's office at 156 Hoxton Street, N1 6SH.

### **Responsibilities**

1. To work as part of the Legal Advice Service team and follow organisation guidelines and procedures;
2. Develop relationships with appropriate authorities and voluntary organisations to ensure proper consultation with these agencies concerning the development of strategies within the sector, Ensure a consistently good public image and public relations.
3. Represent the Hoxton Trust Legal Advice Service at meetings as directed by the Executive Director.
4. Support and occasionally supervise volunteers.
5. Maintain own caseload and carry out all follow up work including written representations to Social Security Appeal Tribunals and county court whenever time permits.
6. Maintain all office administration systems including filing and any specific monitoring systems required by the outreach project.
7. Be responsible to the Executive Director of the Hoxton Trust.

<b>General duties</b>
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1. Attend all staff meetings
2. Be self-servicing
3. Adhere to all Hoxton Trust policies and policies and implement any practice guidelines in the course of duties

## **PERSON SPECIFICATION**

### **Essential Experience**

1. 2 years' full time or part-time equivalent experience of giving specialist advice in welfare benefits, welfare related debt and all housing issues;
2. 2 year's full time or part time equivalent experience of giving generalist advice in employment law, consumer related issues and tax credits casework;
3. Knowledge of Tribunal representation;
4. Knowledge of county court procedures particularly in relation to rent/mortgage arrears and possession;
5. Experience of supervising volunteers;
6. Experience of delivering an outreach project

### **Skills and Abilities**

1. To be self-directing and work on own initiative;
2. To communicate effectively with a wide range of people;
3. To implement equal opportunities practices;
4. Proven representation and advocacy skills;
5. To market and develop a service;
6. Computer literacy including case management systems (we use Lamplight and Office 365);
7. To work as a team

### **Education and Training**

None specific required; include an up-to-date record of training undertaken in your CV.

### **Qualifications**

University degree or equivalent

### **Legal Requirements**

None required

### **Other**

Knowledge of the local area and the challenges faced by its residents would be an advantage

### **How to apply**

Email an up-to-date CV with covering letter (no more than 2 sides of A4, font size minimum 11) explaining how you meet the person specification and why you would like to work for The Hoxton Trust.

Email to [paul@hoxtontrust.org](mailto:paul@hoxtontrust.org)

Closing date: 5pm Thursday March 30.

