

JOB DESCRIPTION

Summary	
Job Title	Legal Advocate/Caseworker
Department	Programmes, Legal
Location	Head Office, Manchester, UK
Full-time / Part-time / Job Share	Full Time
Reporting To	UK Legal Director
Job Purpose	To provide specialist legal services and advocacy support to victims of human trafficking
Role Description	
<p>Case Work</p> <ul style="list-style-type: none"> • Provide under supervision basic legal advice to victims of human trafficking on rights as a trafficked person, criminal law, compensation, welfare benefits and housing; • To provide if and when required more specialist legal assistance on welfare benefits advice including written and oral advocacy on reconsideration and appeals; • To source where available legal assistance e.g. compensation; • Support the victim through relevant legal processes including criminal and civil processes; • Complete where necessary CICA applications; • General file administration; <p>General</p> <ul style="list-style-type: none"> • Assist in the development of documents to assist victims in their understanding of legal processes; • Assist in researching/lobbying/drafting policy and legislation as relates to victims of human trafficking; 	

- Work with other organisations including other NGOs, police and government to achieve appropriate legal support for victims of human trafficking;
- Prepare presentations;
- Additional assignments as required by the Legal Director

Person Specification

<p>Knowledge and Skills</p>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Excellent knowledge of welfare benefits law especially as relates to EEA Nationals; • Some knowledge of other areas of law including housing, civil litigation, criminal litigation and human rights • Previous work with vulnerable adults (e.g. trafficking victims) <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Knowledge of the law relating to human trafficking • Experience of advising and writing appeals in welfare tribunals
<p>Industry or Specialist Qualifications</p>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> • Qualified Solicitor, barrister or legal executive with at least 2 years post qualified experience with experience of advocating for vulnerable people. <p>OR</p> <ul style="list-style-type: none"> • Paralegal/caseworker with experience of advocating for vulnerable people with experience of advocating for vulnerable people. <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Specialism in welfare rights and immigration is desirable.

Key Competencies	<ul style="list-style-type: none"> • Demonstrate good core legal skills including research, advocacy, negotiation, drafting, interviewing, legal ethics and confidentiality • Able to work in a team • Good communications skills • Exceptional attention to detail • Works well with change • Values Self-Development • Able to prioritise own work • Decisive • Innovative and creative • Excels at negotiating and influencing • Excels at people/performance management • Excellent time management • Excellent problem solving • Supports and develops others well • Demonstrates relevant technical awareness • Passion for the organisational aims of Hope for Justice
To Apply	
<p>To apply send your completed application form and CV to vacancies@hopeforjustice.org by 18th September</p>	
Review	
Date Completed	20 August 2015
Version Number	1
Approved By	PJR