



1 x part-time Legal Aid Agency Housing Supervisor/Litigator **1 x part-time Legal Aid Agency Housing Supervisor**

Hours: part-time (to be agreed)

Salary: £23,935 - 32, 454pa pro rata (depending on qualifications & experience)

We have 2 x part-time vacancies available in Northumberland

Our Vision for our service is to help people to take control of their lives through accessible, professional, quality assured advice, information, advocacy, casework, legal representation and training.

Our Mission is to ensure that everyone who lives or works in Northumberland can access free, independent, confidential and impartial advice about their rights and responsibilities.

Citizens Advice Northumberland have been awarded a contract across Northumberland (North, West, Central and SE) for housing and debt cases, to start in September 2018. In order to commence operations, we are seeking two experienced LAA standard Housing Supervisors, (one of whom should be a solicitor) - to establish our Housing Department.

We need the person or persons to have good experience and working knowledge of social housing law, good experience of the Legal Aid portal and in particular dealing with disrepair claims.

The roles will involve dealing with and supervising a broad range of Social Housing, Property, and Landlord and Tenant disputes. This will include possession proceedings, unlawful evictions, homelessness matters, property disputes and disrepair matters, as well as maintaining an active caseload, including litigation.

The duties will include conducting our allocation of housing and debt matter starts and be proactive in commencing and conducting certificated cases for clients.

The successful candidate(s) will have experience in dealing with publicly funded matters and manage a caseload from internal Citizens Advice referrals and external stakeholders and to ensure this work meets quality all required standards.

Closing date: 6 August 2018

Interview date: Week commencing 13 August 2018

How to Apply

You must complete an application form. CV's will not be considered.

To request an application pack please contact Jane Brown at
janebrown@citizensadvicenorthumberland.org.uk

Or by telephone on 07384 510724 alternatively, please write, enclosing an A4 stamped addressed envelope to:

Jane Brown,
Citizens Advice Northumberland,
89-91 Station Road,
Ashington NE63 8RS

We are committed to equal opportunities.