



## **JOB DESCRIPTION**

### **IN COURT ADVISOR**

**Closing Date:** Thursday 31s July at noon.

**Email** [recruitment@haddingtoncab.org.uk](mailto:recruitment@haddingtoncab.org.uk) for an application pack.

**Reporting to:** Head of Youth, Justice and Employability

**Role Purpose:** This post holder will work closely with the Head of Service and will be responsible for delivery of the Bureau's representation services and related advice projects including support for legal advice and casework and representation services to unrepresented litigants attending Edinburgh Sheriff Court.

**Contractual Conditions:** 35 hours per week

**Staff Managed:** None

**Salary Band:** (£30,000-33,000)

#### **Responsibilities:**

- Support to Head of Service
  - Assist the CEO with the preparation of annual or other advice service reports.
- Operations
  - To ensure that the Bureau adheres to the Aims, Principles and Policies and demonstrates through best practice;
  - To ensure all compliance with the Bureau's policies and procedures;
  - To ensure that service to clients is within the spirit of the Association's Equal Opportunities Policies;
  - To prepare full, accurate and regular reports and statistics on all advice service project delivery as required by the CEO.
- Staffing
  - Support and train new Court and tribunal representation volunteers.

- Marketing and relationships
  - Liaise with members and officers of the Local Authority and participate in appropriate Council groups as required by attending relevant meetings as delegated by the CEO;
  - To represent the Bureau in local networks including CAS Legal Services Group as and when required;
  - To liaise and maintain links with appropriate statutory, voluntary and professional bodies.
  
- Others
  - To manage and prioritise a caseload at the specialist level of advice;
  - Attend Court to provide lay representation for clients in regards to rent arrears cases, mortgage arrears, and first tier tribunal for clients who have rent arrears in private tenancies.
  - To be responsible for maintaining expertise, both personally and within the Bureau, in all relevant legislation and guidance;
  - Provide accurate, impartial information regarding clients' legal positions (referring to qualified sources when necessary), identify and explain all options and courses of action;
  - Any other duties as identified by the CEO and Head of Service.

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## **PERSON SPECIFICATION**

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### **IN COURT ADVISOR**

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#### **ESSENTIAL**

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- Knowledge of Sheriff Court proceedings and the ability to work in partnership with the legal profession and others
- Representation experience at court and/or tribunal hearings
- A comprehensive knowledge of allied subjects: consumer debt, employment, housing, family, causes of poverty and social exclusion
- Ability to communicate at all levels (verbal and written) and to understand client need
- Experience in liaison with voluntary and statutory groups
- Experience in training provision
- Commitment to work within the legislative framework
- Awareness of equalities and diversity legislation and how it impacts on the service
- Full driving licence and access to own transport

## DESIRABLE

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- Demonstrable experience in the preparation of casework and representation within civil proceedings
- CAB/advice background to Level III National Standards
- A working knowledge of IT and related packages including Word and Excel