

Person Specification

This post requires that the post holder has the following skills and experience to fulfil the job description.

When applying please address yourself to each of the points. Please number each point and clearly explain how your experience, skills and knowledge meet the requirements specified.

This is a trainee post; our expectation of this role is that after the completion of the required training the appointed person to the role will be competent to:

- Provide specialist housing advice in a casework- based service under the standard requirements of the Legal Aid Agency Civil Legal Aid Contract.
- Provide advocacy at the Housing Possession Court Duty Scheme
- Meet casework and billing targets.

Essential Criteria:

1. To have the ability and desire to undertake training on housing law and how to apply this to a client's housing situation.
2. Knowledge and understanding of housing law, specifically in relation to homelessness, tenure, notices and possession proceedings.
3. Experience of working with a varied client group, including those who are homeless or facing homelessness and who may also be vulnerable due to health, age, or other circumstances.
4. An awareness and understanding of the causes and effect of being homeless.
5. An awareness and understanding of the barriers people face in accessing affordable accommodation.
6. Ability to communicate effectively verbally and in writing, with clients, partner organisations and other interested parties.
7. Ability to effectively use computer systems, for example a case management system, Word, Excel and Outlook.

Skills/Ability/Knowledge:

1. Ability to work under pressure and meet deadlines.
2. Good organisational, prioritising and time management skills.
3. Experience of managing a caseload.
4. A positive approach to problem solving.
5. Attention to detail.
6. Ability to work as an individual and as part of a team.
7. Commitment to sharing learning, skills and knowledge.
8. An understanding of and a commitment to Equality, Diversity and Inclusion

Other:

1. To be willing and able to work across our 3 offices in Eastbourne, Brighton and Hastings as required and to travel to the County Court in Hastings to cover the Housing Possession Court Duty Scheme.