



Candidate Information

**Adviser & Caseworker  
Anti-Poverty (Social Security  
Rights) Project**

**AC-06-25**

June 2025



# Contents

About Law Centre NI	Page 3
General candidate information	Page 5
How to apply	Page 4
Job description	Page 7
Person specification	Page 10
Our vision, mission and values	Page 12

## About Law Centre NI

Thank you for your interest in joining Law Centre (NI). Law Centre NI (LCNI) is an award-winning organisation and for 47 years, LCNI has used the law to drive change in Northern Ireland. We are constantly innovating, working in all communities, using the law to transform people's lives.

We are fiercely independent and unrelenting in our pursuit of justice. With a strong track record of strategic litigation and policy advocacy we make change through a unique blend of legal, training, education, community engagement and policy advocacy work.

The Law Centre's legal work is organised across three teams. This particular Adviser/Caseworker role is within the Anti-Poverty (Social Security Rights) Project:

- ❖ The ***Anti-Poverty (Social Security Rights) Project*** works to address poverty in NI by ensuring the social security system delivers an effective safety net for people when they need it. Our impactful litigation in the public interest has been at the cutting edge of changes to law and policy, making life better for many people and not just in NI. As a second tier support organisation we support frontline advice organisations by delivering an advice line and boosting capacity by providing extensive legal information resources and specialist training on all aspects of social security law. Our important policy interventions includes the convening of the *Cliff Edge Coalition* to advocate for the retention and strengthening of the NI Executive's 'welfare reform mitigations' that are an essential bulwark against some of the harshest elements of social security change.
- ❖ The ***Migration Justice & Refugee Project*** seeks to uphold migrants' legal rights and campaigns for a fairer and more humane immigration system. We lead the *Refugee and Asylum Forum*, a network of organisations with direct experience of providing support and services to asylum seekers and refugees. Our policy advocacy and influencing work draws heavily on our community engagement and our legal expertise, so decision makers know and understand the impact of how law and policy is working on the ground.
- ❖ The ***Employment Rights Project*** supports workers facing unfair working practices or who are victims of forced labour to be able to challenge their employer and uphold their employment law rights. Our team produces regular public legal education resources so people better understand their legal rights as well as adviser guides and training so that people can get the help they need within their communities.

Across all our legal services, we provide free, independent legal advice, casework and representation before the tribunals and courts. As a referral legal organisation for the community and voluntary sector, we use our legal expertise to support other

organisations and groups to resolve issues facing people in need. Through extensive training and information resources we continuously build capacity across the community and voluntary sector in Northern Ireland and our public legal education work makes sure that everyone understands their legal rights.

Law Centre NI work is supported by both government funding and a range of philanthropic foundations. Our work is Lexcel-accredited and regulated by IAA. As a charity, the Law Centre is registered with the Charity Commission NI and is governed by a Board, all of whom give their time and expertise freely in support of our mission.

At the Law Centre, you will see the difference law can make in transforming people's lives. You will be part of making change happen, not just for individuals, but at a wider policy level. We promise you a deeply rewarding job and opportunities for continuous learning.

If you have the ambition to be a part of a dedicated and creative team that makes change happen, using your legal skills and experience to build a better future, please consider an application. For more information and details of how to apply, please visit <https://www.lawcentreni.org/careers>

## General Candidate Information

The successful candidate will be expected to take up post as soon as practicable. The successful candidate will be subject to a probationary period of 6 months which may be extended in accordance with LCNI policy.

Holiday entitlement is 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days. The leave year runs from April – March. The successful candidate will be subject to a probationary period of six months which may be extended in accordance with LCNI policy.

As this post will involve working with children and/or vulnerable adults, this post will be offered subject to Access NI vetting and relevant checks.

We're looking for committed, enthusiastic and skilled legal professionals who share our values and our commitment to use law to transform lives. If that sounds like you and you're self-motivated with the passion, skill and resilience to stand for some of the most disadvantaged in our communities, we'd love to hear from you. If you would like to have an informal discussion to find out more about LCNI or these posts, please contact us at [humanresources@lawcentreni.org](mailto:humanresources@lawcentreni.org) and we'll get in touch.

### Benefits are:

- 35 hour working week;
- Opportunity to develop and deepen discrete subject expertise through excellent professional learning and support;
- Flexible working arrangements;
- Excellent development opportunities;
- Being part of making change happen;
- Employee Assistance Programme;
- Health & Wellbeing initiatives.

## How to Apply

Please note the following important information about the application process:

- Please complete the application form **in full**. You should ensure that you give examples that **demonstrate** how you satisfy the relevant criteria, including relevant dates. CVs will not be considered.
- Please ensure you remain within the word limit specified. Any excess will be disregarded by the panel.
- Please return your application form as a Word document by email to the email address specified in the application form. Please also return a completed monitoring form as directed.
- Applications received after the closing date will not be considered.
- Applications should be submitted by email to: [humanresources@lawcentreni.org](mailto:humanresources@lawcentreni.org) by the closing date.
- We will communicate with candidates by email so candidates should ensure that they regularly check their inbox.
- The panel reserves the right to enhance the criteria as appropriate in the event of a large volume of applications.

Closing date for receipt of applications: **12.00 noon Monday 30<sup>th</sup> June 2025**

Anticipated interview date: **Tuesday 8<sup>th</sup> July 2025**

In the event that a candidate is invited to interview and is unavailable on the proposed date and time due to reasons beyond their control, the panel may try to accommodate an alternative arrangement subject to their own availability, although this is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

*We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as Protestants are currently under-represented in our workforce, we would particularly welcome applications from the Protestant community.*

# Job Description

<b>Job Title:</b>	Adviser & Caseworker
<b>Job Purpose:</b>	This post contributes to the LCNI's mission of using the law to change lives by providing high quality advice, casework and representation that achieves positive outcomes for people. This post also contributes to the wider Law Centre purpose of supporting the Community and Voluntary Sector in their role.
<b>Location:</b>	Law Centre NI, State Buildings, 3 <sup>rd</sup> Floor, 2 Arthur Place, Belfast BT1 4HG
<b>Salary:</b>	NJC SO1 - SO2 (£30,151 - £34,723) + 5% employer pension contribution
<b>Post:</b>	35 hours per week
<b>Report to:</b>	Head of Social Security
<b>Contact with:</b>	Clients and the public Legal professionals Referral agencies and statutory and voluntary organisations Northern Ireland Courts & Tribunal Service Law Centre staff, volunteers, and members Students Elected representatives and policy makers Media

*Note \*This post may require occasional travel and evening and weekend work in accordance with the requirements of the post.*

## **MAIN DUTIES**

### **ADVICE & REPRESENTATION**

- Give advice; prepare cases and provide high quality representation on behalf of LCNI clients before social security tribunals;
- Research relevant law, analyse legal and factual issues and apply sound judgment to all aspects of LCNI advice; casework and tribunal representation;
- Maintain good records and ensure all case recording adheres to Lexcel and funder requirements.

### **TRAINING, PUBLIC LEGAL EDUCATION & POLICY**

- Support LCNI's legal education output by helping identify training needs of LCNI members and others arising in day to day work and contribute to the delivery of LCNI training activity;
- Contribute to the delivery of the undergraduate Clinical Law placement.
- Contribute to LCNI's public legal information resources as required to assist build expertise and capacity within the sector;
- Contribute to LCNI policy advocacy work including by contributing direct experience of client work into LCNI policy work and by representing LCNI at appropriate meetings or seminars as required.

### **MEMBERSHIP & DEVELOPMENT**

- contribute to LCNI's Adviser Network Meetings and develop and maintain effective relationships with LCNI members and others.

### **PROFESSIONAL & PERSONAL DEVELOPMENT**

- Maintain and develop your professional expertise;
- Identify training and professional development needs, in consultation with line manager and source appropriate support;
- Act as ambassador for LCNI in all your work, role-modelling LCNI's values in delivering its vision and mission and uphold high standards of personal and professional accountability in your work.

### **OTHER DUTIES**

- Be available to work outside standard business hours to meet the demands of the role;
- Undertake relevant administrative duties in the performance of the above.
- Undertake such other duties as may be required from time to time.

**As this post may involve work with children and vulnerable adults, the Law Centre NI will offer the post subject to a satisfactory vetting report from Access NI and pre-employment check.**

---

**June 2025**

**\*Note: this Job Description is not exhaustive and will be subject to review from time to time in line with the changing business needs of the organisation.**

# Person Specification

## Essential Criteria

### Qualifications, knowledge & experience:

- \*E1. -Certificate of Generalist Advice (or equivalent) + 4 years experience of working in the area of social security law  
**or**  
-Degree + Certificate of Generalist Advice (or equivalent) + 12 months experience working in the area of social security law  
**or**  
-Law Degree + 24 months casework experience  
**or**  
-A legal qualification with at least 12 months experience of working in public law.
- E2 Excellent oral and written communication skills in English language with the ability to communicate effectively with people from diverse backgrounds.
- \*E3 Administratively well organised with ability to prioritise and meet deadlines as well as excellent interpersonal skills demonstrating the ability to work independently as well as in a team.
- \*E4 Ability to prioritise and to work effectively to tight deadlines and under pressure.

### Aptitudes and commitment:

- E5. Willingness to learn and seek/accept guidance, self-motivated and resilient.
- E6. Ability to manage a large caseload.
- E7. Confidence to regularly appear before tribunal and provide a high level of quality representation.
- E8. Committed to the Law Centre's mission and to excellent client care.

### Circumstances

- E9. Willingness to travel as required.
- E10. Available for occasional evening and weekend work in accordance with the requirements of the post.

### Desirable Criteria

- D1 Experience of producing public legal information materials.

- D2** Experience of working to achieve law and policy reform.
  - D3** Able to produce accurate and timely reports
  - D4** Ability to identify legal and policy issues for strategic development and opportunities for influence
  - D5** Knowledge and understanding of the Law Centre and its role in supporting the work of the community and voluntary sector
  - D6** Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)
- 

*\*Criteria used at sift stage*

## Our Vision

A just and equal society where people live in the dignity of their rights.

## Our Mission

We use the power of law for social change. To stand for everyone's rights by informing and educating people about their rights and by protecting and advancing people's rights, working collaboratively for social justice.

## Our Values

The following values underpin all aspects of our work with each other, with clients and with other stakeholders.

<i>Authentic</i>	we act consistently with our commitment to social justice
<i>Integrity</i>	we honour our word
<i>Independence</i>	we work without fear or favour
<i>Expert</i>	we are driven by learning and we bring expert knowledge of the law and evidence of people's experiences of the law to all our work
<i>Cutting-edge</i>	we test the boundaries of law and policy to advance the rights of people in NI. We are creative in developing new solutions for social justice.
<i>Inclusive</i>	we work with and for others. We innovate to make sure our services are accessible to our clients.
<i>Trusted</i>	we are credible and respectful. We build trusted relationships. We care for our clients and each other and when we commit, we can be trusted to see it through.
<i>Professional</i>	we deliver quality services.