Candidate Information

Adviser & Caseworker (Social Security)

(Ref: A&C-11-26)

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Foreword from CEO

Thank you for considering developing your career at the Law Centre.

The Law Centre (LCNI) is a regional not-for-profit legal organisation working across all communities in Northern Ireland, in pursuit of our vision of a more just and equal society. Our mission is to use the law to change people's lives.

Specialising in social security, asylum, immigration and employment law we seek to address inequality, tackle poverty and improve access to justice for those who need it most.

For almost 50 years, LCNI has delivered meaningful, impactful outcomes in all our areas of work. You can read more about our impact over the last year here: **https://heyzine.com/flip-book/f07ceceddb.html**

By joining LCNI you will be part of a highly respected social justice organisation. Working within a supportive and collaborative team you will have the opportunity to make a real and lasting impact . Our work is deeply rewarding. You will have the opportunity to contribute to shaping the social justice landscape in NI, contribute to work that directly improves people's lives and gain excellent opportunities for personal growth and development .

If you share our commitment to social justice and have the skills, enthusiasm and determination to make a positive impact please consider an application - we'd love to hear from you.

Julie Wilkinson
Interim Chief Executive Officer

Background to the Law Centre

Thank you for your interest in joining Law Centre (NI). Law Centre NI (LCNI) is an award-winning organisation and for 49 years, LCNI has been using the law to drive change in Northern Ireland. We are constantly innovating, working in communities, and 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 work is focused primarily on three distinct key projects.

- The ***Migration Justice Project*** works with asylum seekers, refugees and victims and survivors of trafficking and domestic abuse to uphold their 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 ***Social Security Rights Project*** works to tackle poverty across Northern Ireland by ensuring that the social security system provides an effective safety net for people when they need it most. Through strategic litigation, the project has been at the forefront of significant legal and policy developments, achieving outcomes that have improved the lives of many people both within Northern Ireland and beyond. As a specialist second-tier support organisation, we strengthen the advice sector by providing expert legal support through our adviser helpline, comprehensive legal resources, and high-quality training on all aspects of social security law. Our work helps build the knowledge, confidence and capacity of frontline advisers supporting some of the most vulnerable members of our communities. We play a key role in influencing social security policy and have helped secure a number of successful policy outcomes to strengthen the welfare system and mitigate the risk of welfare reform.

- The ***Employment Rights Project*** supports workers across Northern Ireland to challenge unfair working practices and uphold their employment law rights. Our team provides a dedicated employment law advice line, providing free and confidential advice to workers. We provide legal representation to claimants at the Employment Tribunal in Northern Ireland and produce regular public legal education resources to empower people to understand their legal rights. As a regional support organisation, we provide specialist employment law advice and practitioner led training to the Northern Ireland advice sector. We also

contribute to the development of employment law and policy in Northern Ireland with our policy advocacy work.

Law Centre NI work is supported by both government funding and a range of philanthropic foundations. Our work is Lexcel-accredited and regulated by the Immigration Advice Authority (IAA). 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.

About the role

This role provides an opportunity for an experienced welfare adviser to join our Social and Economic Justice team.

Working as part of an established team of professionals, specialising in welfare reform and social security, you will contribute to ensuring that the social security system in NI provides effective support to individuals when they need it most. Engaging directly with members of the public and the NI advice sector, you will provide welfare advice, casework and representation before the Appeals Service, supporting individuals to access the support and protections to which they are entitled.

As part of the Social and Economic Justice team, you will contribute to LCNI's vision of improving access to justice. Working collaboratively with colleagues, you will contribute to the development and delivery of legal education and support policy advocacy, helping to influence improvements to the welfare system in NI.

General Candidate Information

The successful candidate will be expected to take up post as soon as practicable, and within 3 months of offer. 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.

We're looking for a committed, enthusiastic and skilled professional who shares our values and commitment. If that sounds like you and you're self-motivated with the passion, skill and resilience to support our work for some of the most disadvantaged people, we'd love to hear from you. If you would like to have an informal discussion to find out more about LCNI or this post, please contact us at humanresources@lawcentreni.org and we'll get in touch.

Benefits are:

- 35 hour working week;
- Opportunity to be part of making change happen;
- Access to career enhancing training opportunities;
- Flexible working arrangements;
- 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 that 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 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.

- Please be advised that further appointments may be made from this competition should similar posts arise within the next 12 months.

Closing date for receipt of applications: **Tuesday 24th November 2026 at 12.00 noon.**

Interview date: **Friday 4th December 2026.**

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

Job Title:	Adviser & Caseworker (Social Security)
Job Purpose:	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.
Location:	Law Centre NI, State Buildings, 3rd Floor, 2 Arthur Place, Belfast BT1 4HG
Salary:	£33,366 – 37,938 + 5% employer pension contribution
Post:	35 hours per week
Report to:	Head of Social Security
Contact with:	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.

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November 2026

***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

Adviser & Caseworker

Essential Criteria

Qualifications, knowledge & experience:

*__E1__. 4 years demonstrable experience of providing social security advice and/or casework.

Or

Law Degree + 24 months advice and/or casework experience

Or

A legal qualification with at least 12 months experience of working in public law.

E2 Excellent oral and written communication skills with the ability to communicate effectively with people from diverse backgrounds.

***E3** Excellent interpersonal skills demonstrating the ability to work well as part of a team.

***E4** Ability to prioritise and to work effectively to tight deadlines and under pressure.

Aptitudes and commitment:

E5. Proactive and open to continual professional development

***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 providing tribunal representation

D2 Experience of producing public legal information materials.

D3 Ability to identify legal and policy issues for strategic development and opportunities for influence

D4 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)

** Please note that criteria marked * will be used for shortlisting purposes. All other criteria will be assessed at interview stage. The panel reserves the right to extend the shortlisting criteria to desirable criteria in the event of a high volume of applications*

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.

Authentic	we act consistently with our commitment to social justice
Integrity	we honour our word
Independence	we work without fear or favour
Expert	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
Cutting-edge	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.
Inclusive	we work with and for others. We innovate to make sure our services are accessible to our clients.
Trusted	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.
Professional	we deliver quality services