

## Job Description

**Job title:** Legal Caseworker, Scottish Anti-Trafficking & Exploitation Centre (SATEC)

**Reports to:** Senior Associate Solicitor, SATEC

**Contract:** 6 Month Fixed Term, 0.8 FTE - 28 hours per week

**Salary:** £27,571 to £30,371

Appointments are ordinarily made at the minimum salary point. Candidates who achieve exceptional scores at shortlisting and interview may be appointed at a higher point. Following appointment, annual progression will take place in line with the charity's policy.

**Benefits:** 8% employer pension contribution  
37.5 days annual leave (FTE) inclusive of public holidays  
Flexitime and flexible working  
Remote and hybrid working  
Peer support programme  
Access to funded counselling service  
Personal training and development budget

**Location:** Home-based and JustRight Scotland (JRS) Offices – Glasgow, with travel expected around Scotland

### Job Purpose and Context:

As Legal Caseworker, you will assist the SATEC and/or Scottish Refugee & Migrant Centre (SRMC) solicitors to provide trauma informed legal information, advice and representation to refugees, migrants, and victim-survivors of trafficking and exploitation, throughout Scotland and to input into policy, training and research work linked to the legal work of the Centres.

This is an exciting opportunity to contribute to the work of our innovative legal centres and develop your knowledge and experience of human rights law and practice. Please note, this role has very limited direct client work.

### Key Responsibilities:

#### Specific:

Under the supervision of the SATEC and/or SRMC solicitors:

- Provide casework support assisting solicitors to provide initial legal advice and human rights information to individuals and organisations, through legal outreach work.
- Provide casework support to assist the solicitors to provide direct legal advice and representation to clients.
- Undertake financial and administrative duties linked to the Centres' casework, outreach as well as the operation of the Centres.
- Assist with administrative work required for the regular review and evaluation of project implementation/Key Performance Indicators.
- Attend, and contribute to, SATEC and SRMC internal meetings where required.
- Maintain timely and accurate records of work undertaken using our case management system and procedures in a safe, efficient and effective manner.
- Assist the SATEC and/or SRMC solicitors with the development and delivery of internal and external professional training, as well as the development of human rights information and other resources for the Centres' public legal education programme.
- Assist the SATEC and/or SRMC solicitors with policy and influencing work in areas of importance to the Centres' client groups.
- Travel, when required, to conduct work across Scotland. This includes assistance with representation at courts and tribunals, attendance at other JRS linked offices, and attendance at outreach surgeries and training venues.

**General:**

- Work independently but also collaboratively with other members of the JRS team and our partners.
- Complete other tasks necessary to contribute to the operational management, sustainability and development of JRS in the pursuit of its strategic goals.
- Prioritise work effectively and ensure that work is completed professionally and to high standards.
- To ensure that an inclusive, human rights-based approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of JRS values: Strategic, Inclusive, Collaborative and Work with Integrity.
- To conduct all work in line with JRS policies and procedures, including our Equalities and Diversity Policy.

**Person Specification**

|                            |   | Essential | Desirable |
|----------------------------|---|-----------|-----------|
| Knowledge & Qualifications | University degree   | X         |           |
|                            | Knowledge of UK and European human rights law and procedure   |           | X         |
|                            | Demonstrable interest in human rights, and working to achieve social justice  | X         |           |
|                            | An understanding of the experiences of refugees, migrants, and victim-survivors of trafficking and exploitation           | X         |           |
| Skills and Experience      | Excellent English written and oral skills, with the ability to communicate complex issues in clear, jargon-free, language | X         |           |
|                            | Experience of undertaking legal or related casework including the provision of advice                                     |           | X         |
|                            | Experience of working cross-sector or in collaboration with other partner organisations                                   |           | X         |
|                            | Experience of organising and delivering professional training or public legal education                                   |           | X         |
|                            | Experience of working on and contributing to influencing policy   |           | X         |

|           |  |   |  |
|-----------|--|---|--|
|           | Ability to complete tasks to a high standard without continuous supervision                                      | X |  |
|           | Ability to work in a small team in a cooperative, flexible and supportive manner                                 | X |  |
|           | Ability to manage own time by prioritising tasks and meeting competing deadlines                                 | X |  |
|           | Ability to develop successful collaborative working relationships externally                                     | X |  |
|           | Confident ability in use of MS Office: Outlook, Word, Excel and Powerpoint                                       | X |  |
| Qualities | A commitment to the promotion of human rights and working to increase access to justice                          | X |  |
|           | A commitment to an inclusive, human rights-based and trauma informed approach to working with clients            | X |  |
|           | Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity | X |  |