

August 2024

JustRight Scotland (JRS) strives to be an equal opportunities employer and is committed to equality and diversity. We support flexible working where possible. We are Disability Confident Committed and will make reasonable adjustments for disabled candidates including offering a guaranteed interview to disabled candidates who meet the minimum criteria. We value the expert contribution of those with lived experience of the issues that JRS exists to tackle.

Please read the Job Description and Person Specification carefully and consider it when writing your responses to the questions below. It sets out exactly what we are looking for and should frame the way you complete this application form.

Where we specify a word limit that is the maximum and any words over the limit will be disregarded. However, there is no need for you to feel the need to write to the limit if you can answer the question in fewer words. Feel free to use bullet points or lists where helpful.

Should you wish to discuss the role, including reasonable adjustments or anything else relating to a disability in connection with this recruitment exercise, then please contact Natalia on 0141 406 5350. She will arrange for you to have a confidential discussion.

This job application pack contains the following information:

- About JustRight Scotland and the Scottish Just Law Centre
- Job Description
- Person Specification
- Application Form
- Equality and Diversity Monitoring Form

The closing date for applications is Monday 16 September 2024 at 5.00pm

All applicants will be notified whether they have been selected for an interview as soon as possible after the closing date. **Interviews will take place during the week commencing Monday 7th October 2024. These will be held in person unless you require a different arrangement. If shortlisted for interview, you will be asked to prepare a presentation in advance.**

Please email completed applications to recruitment@justrightscotland.org.uk with the header **PRIVATE AND CONFIDENTIAL**.

If you are applying for both of the Legal Caseworker positions currently advertised, please indicate this in your application and/or notify us by email. You don't need to replicate your application.

If you require to receive this information in a different format, or have any other questions about applying, please contact Natalia on 0141 406 5350.

With thanks,

Barbara Bolton
Legal Director
JustRight Scotland

Dear Applicant,

**Legal Caseworker – Scottish Just Law Centre (SJLC)
Permanent, 35 Hours**

Thank you for your interest in applying to become a Legal Caseworker for the Scottish Just Law Centre (SJLC), which is a specialist legal centre run by JustRight Scotland.

The SJLC aims to reduce discrimination and disadvantage in Scotland by helping people use equalities and human rights law as an effective tool for social change. It is an innovative collaborative project which brings together the legal expertise of JustRight Scotland with civil society partners.

If successful, you will work under the supervision of the SJLC Solicitor and Legal Director to assist with our equalities and human rights legal casework, as well as our work in public legal education, training, research and policy.

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. It is a varied role that may also include the opportunity to contribute to the development of the law and practice in Scotland through strategic litigation.

JustRight Scotland

The SJLC Legal Caseworker will be employed by JustRight Scotland (JRS) which is Scotland's legal centre for justice and human rights. We use the law to defend and extend people's rights.

We believe in inclusion and social justice collaboration, which means that all our work is focused on addressing gaps in access to justice which lead to discrimination and disadvantage. We aim to tackle those issues by sharing resources, and working with non-lawyers, to explore models for providing expert legal advice and information, efficiently and effectively.

We do this by providing legal services directly to individuals as well as working to improve outcomes for our clients by contributing to policy and research and delivering training and outreach.

We operate four centres of legal excellence including SJLC. Our other centres are the Scottish Refugee and Migrant Centre, the Scottish Anti-Trafficking and Exploitation Centre, and the Scottish Women's Rights Centre. Our teams work together holistically.

All of our legal services are delivered through JustRight Scotland LLP, as required by Scottish solicitor regulation.

You can find further information about our vision, our values and our work at www.justrightscotland.org.uk.

Job Description

Job title:	Legal Caseworker, Scottish Just Law Centre
Reports to:	Legal Director
Contract type:	Permanent, Full-Time
Working hours:	Full time (35 hours per week) with option to request part time
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 SJLC solicitors to provide legal information, advice and representation to people throughout Scotland who have experienced breach of their human rights, or discrimination as a result of a policy or practice of a public body or public service provider; also to input into policy work linked to the legal and development work of the project.

This is an exciting opportunity to work within a ground-breaking national project within an innovative legal centre and to develop your knowledge and experience of human rights and equalities law and practice.

Key Responsibilities:

Specific:

Under the supervision of the SJLC solicitors:

- Assist with the provision of initial legal advice and human rights information to individuals and organisations.
- Assist with the provision of direct legal advice and representation to clients.
- Undertake financial and administrative duties linked to the SJLC casework, as well as the operation of the SJLC.
- Assist with administrative work required for the regular review and evaluation of project implementation.
- Attend and contribute to SJLC internal meetings where required.
- Maintain timely and accurate records of work undertaken using our case management system, and any system of the SJLC, and other procedures designed to manage and track our work in a safe, efficient and effective manner as set down in the JRS operational manuals and any manuals and policies designed for the organisation and/or project.
- Assist the SJLC solicitors with the development and delivery of internal and external professional training, as well as the development of human rights and equalities information and other resources.

- Assist the SJLC solicitors with key policy issues and contribute to policy and influencing work in areas of importance to the SJLC client groups.
- Travel, when required, to conduct work across Scotland, UK and abroad. This includes assistance with representation at courts, attendance at other JRS offices, and attendance at outreach surgeries and training venues.

General:

- To work independently but also collaboratively with members of the JRS team and our partners.
- To complete other tasks necessary to contribute to the operational management, sustainability and development of JRS in the pursuit of its strategic goals.
- To prioritise work effectively and ensure that work is completed professionally and to high standards.
- To ensure that an inclusive, equalities and 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 equalities and human rights law and procedure		X
	Demonstrable interest in equalities and human rights, tackling discrimination and inequality, and working to achieve social justice	X	
	An understanding of the experiences of people affected by discrimination	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 collaborativeworking 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	

Application Form

Please read this application form and the application pack carefully before you start to complete this form. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post. You may find it helpful to illustrate with examples from your previous professional or voluntary work, or studies. Do not include a separate CV or other background material, as we will only use the information in this form when deciding whether to shortlist applicants.

Please email completed applications to Natalia at recruitment@justrightscotland.org.uk with the header PRIVATE AND CONFIDENTIAL or post them marked “private and confidential” to Natalia, JustRight Scotland, 1/1, Libertas House, 39 St Vincent Place, Glasgow, G1 2ER.

If you are applying for both of the Legal Caseworker positions currently advertised, please indicate this in your application and/or notify us by email.

The closing date for applications is Monday 16 September 2024 at 5.00pm. Interviews will take place during week commencing Monday 7 October 2024 (please note this is a provisional date), and candidates will be expected to complete an exercise pre-interview.

CONTACT DETAILS

Name

Address

Postcode

Email address

Phone numbers (Day)

(Evening)

I understand that JRS will hold the information I have given in this form, solely for purposes of considering my application, and as part of my contract record, if successful. I consent to this, and understand that I can ask JRS to produce for me, or delete this information at any time, on my request.

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract.

Signed:

Date:

Personal Details

Full Name	
Preferred Name	
Email Address	
Phone Number	
Address	

Candidate No. (for JRS only)	
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Candidate No. (for JRS use only)	
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Experience, Skills, and Additional Information

Essential Criteria
<p>Please explain how you meet the following essential criteria.</p> <p>You are not required to give a competency style/STAR answer but may be asked to do so at interview.</p> <p>(maximum of 150 words for each section)</p>

Demonstrable interest in equalities and human rights, tackling discrimination and inequality, and working to achieve social justice	
Understanding of the experiences of people affected by discrimination	
Excellent English written and oral skills, with the ability to communicate complex issues in clear, jargon-free, language	
Ability to complete tasks to a high standard without continuous supervision	
Ability to work in a small team in a cooperative, flexible and supportive manner	

Ability to manage own time by prioritising tasks and meeting competing deadlines	
Confident ability in use of MS Office: Outlook, Word, Excel and PowerPoint	
Ability to develop successful collaborative working relationships externally	
A commitment to the promotion of human rights and working to increase access to justice	
A commitment to an inclusive, human rights-based and trauma informed approach to working with clients	
Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity	

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Desirable Criteria	
<p>Please explain whether and how you meet any of the desirable criteria from the person specification. Choose <u>no more than three</u> which you feel you best meet.</p> <p>(Maximum of 150 words for each section)</p>	
<p>Experience of undertaking legal or related casework including the provision of advice</p>	
<p>Knowledge of UK and European equalities and human rights law and procedure</p>	

**Experience of working cross-sector
or in collaboration with other
partner organisations**

**Experience of organising and
delivering professional training or
public legal education**

**Experience of working on and
contributing to influencing policy**

Personal Statement

Please summarise why you would like to be appointed and why you are suited to this role.

(Maximum of 250 words)

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Candidate No. (for JRS use only)	
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Employment History

Please only include the experience you consider to be relevant to this application. If you need additional space for relevant experience / employment, then use an additional sheet of paper. You may include voluntary work if relevant.

Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	

Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	

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Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	
Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	
Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	

Referees	
Please give the details of two referees. One of these should be your current or most recent employer. If you are shortlisted for the post, we may contact one of your referees before your interview. You may indicate that you would prefer us not to contact one particular referee at this stage.	
Name	
Job Title	

Company / Organisation	
Address	
Email Address	
Phone Number	
Contactable prior to interview?	
Name	
Job Title	
Company / Organisation	
Address	
Email Address	
Phone Number	
Contactable Prior to Interview?	

RIGHT TO WORK IN THE UK

<p>JRS will only consider applications from individuals who are eligible to work in the United Kingdom. Please place an "X" in the box to confirm you have an existing right to work in the UK.</p>	
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DISABILITY CONFIDENT

<p>Please place an "X" in the box if you are a disabled applicant who would like to be considered in accordance with our commitment to the Disability Confident Programme.</p>	
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APPLYING FOR BOTH ROLES

<p>Following GDPR guidance, if you would like to apply for both of the Legal Caseworker positions currently advertised, please place an "X" in the box.</p>	
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