



Trainee Solicitor Brighton Advice Job Details

Ref: 600

Fixed Term Contract until 31st December 2021

Brighton Housing Trust

BHT is a charity and a registered housing association working in Brighton and Hove, Eastbourne, Hastings and other parts of Sussex.

BHT's Mission is to combat homelessness, create opportunities, and promote change and aims to achieve this Mission through a network of interlinked projects. By providing direct, practical services combined with a commitment to challenge the causes of poverty and inequality, we hope to achieve a supportive structure which men and women can use in a variety of ways to improve the quality of their lives.

For more information please see BHT's website www.bht.org.uk.

Project/Department Summary

The Trainee Solicitor placement is part of BHT Advice Services which consists of the following:

Brighton and Hove Advice Services

Our Advice Services in Brighton and Hove provide legal advice on housing, asylum, and related social welfare matters. The service consists of the following:

- A Housing Legal Advice Team – currently consisting of a Team Leader who is a qualified solicitor, a Housing Solicitor, a Senior Housing Adviser, two Housing Advisers, and a Reception/Triage worker.
- The Housing Team's main contract is with the Legal Aid Agency to provide specialist housing advice which includes providing the Housing Possession Court Duty Scheme at Brighton County Court.
- The project is a partner in the Brighton Moneyworks project to provide housing related debt advice.
- An Asylum and Immigration Legal Advice Team – currently consisting of a Team Leader who is a qualified solicitor, an Immigration Solicitor, a Senior Adviser and two Advisers.
- The Asylum and Immigration Team has a contract with the Legal Aid Agency to deliver specialist advice on asylum/immigration.
- The two teams are supported by two Legal Secretaries.

- Brighton & Hove City Council funds the housing and asylum/immigration services.

East Sussex Advice Services

BHT's East Sussex Advice Services are based in offices in Eastbourne and Hastings.

Eastbourne Advice

The service consists of:

- A Housing Advice Team – currently two Housing Advisers, an Administrator, a Service Manager and a Team Leader who is a qualified solicitor who works across the Eastbourne and the Hastings offices.
- The office has a contract with the Legal Aid Agency to provide specialist housing advice and the Housing Possession Court Duty Scheme at Lewes County Court.
- The Homelessness Prevention Service – Staff team as above (funded by Eastbourne Borough Council).
- Macmillan East Sussex Welfare Benefit Service – Two Macmillan Welfare Benefits Advisers (funded by Macmillan and in partnership with Money Advice Plus).
- The Lewes Universal Credit Service – A Universal Credit Adviser (funded by Lewes District Council).

Hastings Advice

The service consists of:

- A Housing Advice Team – two Housing Advisers and an Operational Manager.
- The office has a contract with the Legal Aid Agency to provide specialist housing advice and the Housing Possession Court Duty Scheme at Hastings County Court.
- The Homelessness Advice Prevention Service – same staff team as above (funded by Hastings Borough Council)

Project Summary

This post is being funded by the Justice First Fellowship (Legal Education Foundation) for two years. Brighton Housing Trust are pleased to be part of this wider project. BHT legal advice teams are dedicated to providing timely accurate advice and have a breadth of experience in working with vulnerable and disadvantaged clients.

The training contract will provide an induction programme to equip the successful candidate with the skills to enable a positive contribution from the very beginning. The trainee will be based within the Housing teams for 12 months. The post will be based in

Brighton but the post holder will be required to travel and work from the Eastbourne and Hastings offices as necessary. The other 12 months will be spent in the Brighton Asylum/Immigration team undertaking mainly asylum casework. Public law is within both disciplines and the post holder will undertake public law cases within both. There will also be the opportunity to spend some time with our welfare benefit advice teams. (this may be subject to change).

The vast majority of the legal advice casework that the trainee will undertake will be under the Legal Aid Agency contracts.

Job Summary

To receive training in accordance with the requirements of the Law Society in order to qualify as a solicitor and to handle under supervision, legal cases and advice, and matters as allocated by the training principle and supervising solicitors.

To ensure that all such work is carried out to the requirements of relevant clients and to appropriate professional standards.

To work on and prepare a project according to the requirements of the Justice First Fellowship.

Salary

The salary is paid monthly in arrears and will be £21,973 per annum. A 5.5% employer's pension contribution is also paid. The level of this contribution is reviewed annually.

Hours of Work

The hours of work will be 37 hours per week, working Monday to Thursday from 9:00am to 5:00pm and Friday from 9:00am to 4:30pm. BHT does not pay overtime but will grant "time off in lieu" when agreed by the Project Manager. The post will be based in our Brighton office but travel to work in both Eastbourne and Hastings will be required.

Annual Holidays

The annual leave entitlement will be 185 hours (25 working days), rising 1 day for each year of service to a maximum of 222 hours (30 days) pro rata. The role will include working on some bank holidays as part of the team rota for which "time of in lieu" will be granted.

Closing Date

12 noon, Monday 16th September 2019

Interview Date

Friday 22nd November 2019

We regret that we are unable to reply to every job applicant. However, if you are called for interview, you will be notified within seven days of the closing date.

An Enhanced DBS Check (Disclosure and Barring Service) is required on all successful applicants as a condition of employment for this post.

BHT operates an Equal Opportunities Policy