

Job Summary

To provide a legal casework service in the law relating to housing, homelessness, disrepair and other housing related issues.

Responsible To

The Housing Team Leader/Solicitor and Advice Manager and through line management to BHT's Board of Managers

Significant Working Relationships:

- a) BHT Sussex staff
- b) Local Housing Authorities
- c) Relevant statutory and voluntary organisations concerned with the interests of the client, local advice agencies etc

Duties / Responsibilities

1. To give specialist legal advice and assistance on housing issues through Legal Aid funded services and Local Housing Authority funded services.
2. To provide advocacy on the Housing Possession Court Duty Desk Scheme, at the Hastings County Court.
3. To manage your own caseload.
4. To meet casework and billing targets as required.
5. To attend regular supervision meetings to discuss job performance, training, and personal development.
6. To actively contribute to BHT Hastings Advice team & East Sussex Advice Team meetings.
7. To comply with case management systems, administrative procedures and quality standards, in particular the Specialist Quality Mark Standard, as set out in the "Office Manual".
8. To deal with initial enquiries to the advice office and provide telephone advice where appropriate.
9. To be able to work across the 3 offices in Eastbourne, Hastings and Brighton if required, this may require travel.

10. To develop and implement equal opportunities policy.
11. To undertake such other duties appropriate to the grade and character of the work as may reasonably be required

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.