



LATIN AMERICAN WOMEN'S AID (LAWA) JOB DESCRIPTION

Position	Housing Legal Advisor
Responsible to line	Director
Salary	£25,408 – 80% time dedication
Job purpose	To provide efficient housing advice and advocacy to empower women withstanding violence and housing issues through specialist support. Build evidence to establish the housing challenges BME women face.

Main Duties and Responsibilities

- To explore and assess housing needs and provide independent advice and information on of housing options. Advocate on their behalf presenting their cases as required.
- To provide comprehensive, accurate and impartial advice and assistance to those requiring housing advice, mortgage arrears advice and support, advice regarding landlord and tenant relations (e.g. illegal eviction, harassment, disrepair, security of tenure, tenancy related issues), assistance in finding accommodation.
- To Provide information on housing rights and legal option as well as support to peruse legal pathways
- To facilitate weekly drop-ins to offer advice and immediate practical support on issues such as interpreting and explaining written information, e.g. mortgage documents, letters from councils, landlords, etc.
- To collect and build evidence using the human rights-based instruments and linking them to frameworks such as the Istanbul convention, pan London agreement
- To liaise with housing providers, landlords and statutory services to build institutional advocacy
- Interviewing, assessment, advice and assistance to those requiring help with housing related problems including negotiation and liaison with landlords, solicitors, the courts, Social Services, Health Authority, Probation, DSS and other internal officers where appropriate.
- To support the process homelessness applications from those who may be homeless and in priority need because of pregnancy or children etc.
- To promote and maintain contact with other statutory and voluntary organizations in assisting with developing and furthering initiatives to aid homeless people and to participate in homelessness & housing advice oriented work groups as may from time to time be required.

- To ensure that any issues in relation to Child Protection matters are brought to the immediate attention of the line manager, or if unavailable another project manager.
- To work within the confines of confidentiality and ensure that professional boundaries are always maintained when working with residents, staff and external bodies and to work within LAWA's Code of Conduct. To ensure that security of sensitive information is maintained.
- To work within and implement all LAWA's policies and procedures, especially those on Individual Support, User Involvement, Health and Safety, Equal Opportunities, Confidentiality and Security.
- Carries overall responsibility in work planning, budgeting, and monitoring and information/reporting. To provide any reports or monitoring statistics as required.
- Responsible for filling in and sending Core Systems data.

Other duties

- To attend management committee and any sub-committee meeting as and when required.
- To attend any meetings or training either internal or external as requested by the line manager and to attend regular supervision sessions.
- To keep up to date with literature on housing legislation domestic violence as well as the effects of domestic violence e.g. through reading and training events.
- To attend the A.G.M. and contribute to the Annual Report
- To record appointments and meetings in the shared office diary on a regular basis.
- To attend supervision and appraisal meetings with the Line manager
- To identify and attend relevant training as necessary.
- Any reasonable duties which may be required in pursuance of LAWA's objectives

Flexibility Clause: From time to time the post holder will be required to undertake duties that are consistent with the work of LAWA. The post holder must be flexible and be able and willing to take on such duties which are not significantly out with the scope of the JD and the nature of the role.

Person Specification – Housing legal advisor

Requirement	Essential
1. Knowledge and experience in UK housing law of issues facing BME women and children fleeing domestic violence and abuse.	Essential
2. Good knowledge of welfare rights, housing legislation, homelessness and immigration.	Essential
3. Experience and proven skills of analysing cases and prepare cases to go to court	Essential
4. Ability to communicate clearly verbally and in writing, including the production of written reports. Good oral and written command of English and Spanish.	Essential
5. Good inter-personal communication skills.	Essential
6. Ability to work as part of a team ensuring the provision of a high quality service.	Essential
7. Ability to develop an appropriate, professional, supportive	Essential

relationship with abused women and their children keeping boundaries at all times.	
8. Ability and willingness to be administratively self-servicing.	Essential
9. Good IT skills.	Essential
10. Ability and willingness to work flexible hours occasionally.	Essential
11. Ability to establish group work with residents.	Essential
12. A tactful and diplomatic approach in establishing good working relationships with housing departments, social services, DSS and other agencies.	Essential
13. The ability to undertake casework, exercising initiative and flexibility within a demanding environment. Able to use own initiative and have a positive proactive approach to work.	Essential
14. Ability to manage crisis situations including making rapid assessment of needs.	Essential
15. A commitment to follow the policies, procedures and principles of LAWA and be committed to empowerment, support and equality which underpin all the work undertaken by the organization.	Essential
16. An ability to work within a line management structure	Essential
Other	
1. Willingness to integrate equal opportunities policies in all aspects of her work.	Essential
2. To be Police checked.	Essential
3. Evidence of qualifications listed on the application form	Essential
4. Candidates must satisfy the interview panel that they have an objective distance from any personal experience of violence/abuse.	Essential
5. If not a UK resident proof of right to work in the UK must be provided	Essential
6. 16. Willingness to integrate equal opportunities policies in all aspects of her work.	Essential
7. Ability to manage professional boundaries.	Essential
8. Demonstrate a commitment to Equal Opportunities	Essential
9. Proficiency in English, Spanish	Essential
10. Proficiency in Portuguese	Desirable

LAWA aims to be an Equal Opportunities employer. These posts are open to women only and are exempt under section 7(ii) (d) and (e) of the Sex Discrimination Act 1975. No agencies

Please note that we are not able to sponsor any work permit or visa.

To apply please send your CV and a letter of intention. In the email subject, please indicate the post you are applying to.