



## JOB DESCRIPTION – LATIN AMERICAN WOMEN’S AID

<b>Position</b>	Family Legal Advisor
<b>Responsible to line</b>	VAWG Advice Centre Manager
<b>Responsible for</b>	One volunteer
<b>Salary</b>	£34.000 to £38.000 Depending on experience One-year fixed term contract
<b>Benefits</b>	20 days of annual leave plus 8 bank holidays 2 weeks of customary leave in December Availability of flexible working hours upon agreement Flexible working for mothers upon agreement <a href="#">A Perkbox account</a> – giving you instant 24/7 access to more than 250 perks, including free drinks, cinema tickets, shopping discounts, online GP appointments, fitness classes, learning courses and much more.
<b>Time allocation</b>	35 hours a week
<b>Location</b>	LAWA's Offices in Hackney, London.

### About LAWA

LAWA is a community-based organisation led by and for Latin American women and children in London, working to end violence against women and girls (VAWG) since 1987. We provide a range of different supporting services: we manage the only refuge accommodations for Latin American women and children in the UK and in Europe, and we run a VAWG Advice Centre to provide support and advocacy for Black and Ethnic Minoritised<sup>1</sup> survivors.

We offer community wellbeing services such as Counselling, the Change Maker and Chavitas Change Maker programs -spaces for Latin American women and girls to share their experiences as migrants-, and the Growing Together project -an initiative to reduce isolation/risk of being isolated among elderly Latin American women-, and we do advocacy on the housing issue for BME VAWG survivors.

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<sup>1</sup> Despite the wide use of the term BME -Black and Minority Ethnic-, we have a preference for *Black and Ethnic Minoritised* redefinition. However, for publications and documents purposes we use the acronym BME.

## **Job Purpose**

This new role will join our VAWG Advice Centre team. The Family Law Adviser will support VAWG survivors with their civil matters and will work with other professionals and partners with regards to women's rights to take action in relation to civil remedies such as non-molestation and occupation order; divorce, prohibited step orders, child arrangements orders. They will hold casework responsibility, draft statements, collate evidence, complete forms for court, and prepare paperwork for legal representations in court. They will link in with all safeguarding processes/case conferences as necessary.

## **Main Duties and Responsibilities**

- To take on cases related to Family Law, including divorce, child contact arrangements, Non-Molestation Orders, etc. from VAWG survivors supported at LAWA.
- To support, provide legal advice, and manage caseload of women supported by LAWA at our Advice Centre and Refuges who are fleeing different forms of gender-based violence, and are facing civil cases and challenges when seeking support.
- To provide comprehensive, accurate and impartial advice and assistance to those requiring civil law support.
- Provide legal representation before Courts in relation to Family matters.
- 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 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.

## Other duties

- To team meetings.
- 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.
- 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 and the role.

**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 – Family Legal advisor**

<b>Requirement</b>	<b>Essential</b>
1. Qualification as Family solicitor or Chartered Institute of Legal Executives (CILEx) Level 3 Professional Diploma in Law and Practice	Essential
2. At least 3 years of client-facing Family Law work experience in a UK legal firm.	Essential
3. Excellent knowledge of welfare rights and Family Law legislation.	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/Portuguese.	Essential
5. Ability to work as part of a team ensuring the provision of a high quality service.	Essential
6. Ability to develop an appropriate, professional, supportive relationship with abused women and their children keeping boundaries at all times.	Essential
7. Good IT skills.	Essential
8. Ability and willingness to work flexible hours occasionally.	Essential
9. 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
10. Ability to manage crises including making rapid assessment of needs.	Essential
11. 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
12. An ability to work within a line management structure	Essential

LAWA aims to be an Equal Opportunities employer. In light of the nature of work and focus of LAWA, the organisation considers the candidate's race and gender, to be an occupational requirement in accordance with Parag. 1, Schedule 9, of the Equality Act 2010.

**This post is open only to Latin American and other Black and Ethnic Minoritised Women. We encourage applications from Black Latin American women as well as LBTQ+ BME women.**

**Please note that we are not able to sponsor any work permit or visa. No agencies.** To apply please send your CV and a cover letter to [recruitment@lawadv.org.uk](mailto:recruitment@lawadv.org.uk). **In the email subject, please indicate the post you are applying to.** Deadline: 30<sup>th</sup> April 2022 – We reserve the right to close earlier if the right candidate is appointed. We encourage early applications.