

Legal Manager Job Description & Job Spec

Accountable to: Head of Legal

Location: Home working with occasional need to travel

Type: Permanent full time, part time working will be considered

Hours: flexible

Salary: £42,000

Access Social Care (Registered as Access Your Right to Care) is a new charity set up to support the rights of individuals and families who are not getting the social care provision that they have a right to. This is an exciting opportunity to join a dynamic team of passionate people. We are dedicated to the people who need our help, but we also care deeply about our team and we think that work should be an exciting and enjoyable place to be. Our mission is to improve the lives of disabled and older people by ensuring that they get the social care that they are entitled to. We provide rights awareness training to front line managers and legal advice and support to families and individuals. As well as providing access to justice, our aim is to create change through what we learn by using the data and information that we collect to help influence and affect systems change.

About the role

We are looking for a responsible and experienced community care practitioner to support the casework conducted by the team. You will provide casework supervision to team members as well as holding your own caseload.

The Legal Manager's main duties will include line management of a team of staff, supervision of their casework and clinic casework to Advice Quality Standard and induction and training of new team members. In addition, you will need to support the Head of Legal in managing our external relationships, evaluating and monitoring our service, devising and delivering training and supporting with launch activity. To be a success in this role, you should be an excellent communicator, proactive, flexible, highly organised and able to meet deadlines.

Responsibilities

- Running your own caseload;
- Ensuring the quality of advice provided by the team;
- Ensuring all deadlines on cases are met;
- Able to think creatively and strategically in order to progress cases;
- Triaging new referrals;
- Line management of staff;

- Developing and delivering training both internally and externally;
- Organising team meetings;
- Supporting with the development of team policies;
- Supporting with evaluating and monitoring the casework provided;
- Supporting with evaluating and monitoring we are meeting the requirements set out by our funders;
- Supporting the team to develop our network of external partners;
- Being live to trends in casework and reporting these to the Heads of Legal and other Legal Managers;
- Supporting the Director of Engagement and Partnerships with funding applications;
- Supporting the Legal Strategy Manager to identify cases relevant to our strategic casework objectives.

Job Specification

To be considered a Legal Manager we expect you to share and demonstrate our values.

Trustworthy – Recognised for excellence, we will be the best we can be in everything we do. We will be truthful, independent and outcomes focused.

Fair – We believe in treating people with kindness and compassion in a way that is [right](#), [reasonable](#), and just.

Fearless – We will do what is right, not what is easy. We will bravely challenge injustice.

Inclusive – Our beneficiaries’ voices will influence our thinking and decision making at all levels of our organisation. Collaborative in our thinking, we will work with others to achieve our goals.

Positive - We will be constructive and progressive in our challenge. We will optimistically and dynamically drive for change

• Knowledge and experience of conducting casework in adult community care law	E
• Knowledge and experience of conducting casework in Court of Protection matters	D
• Strong legal research skills	E
• Experience in managing a diverse team and multiple projects	E
• Strong communication, presentation and influencing skills	E

• Strong networking skills	D
• Able to make full use of Microsoft Office programmes and related Apps	E
• Experience of facilitating workshops and delivering training and upskilling others in evaluation and monitoring	D

In addition to our values, you will also need to be able to demonstrate or tell us about the following areas at your interview.

Requirements	Essential/ Desirable
Behaviours you will need	
Positive about working for Access Your Right to Care	E
Work well with all of their colleagues	E
Interest in supporting people to understand their rights and entitlements	E
Excellent client skills, particularly an ability to explain complex legal issues and potential solutions	E
Takes responsibility for their own development	E
Interest in helping others and the service to be the best they can be	E
Honesty about own and others performance	E
Strong communication, presentation, and influencing skills	E
Well organised, able to effectively self-manage a diverse workload, progressing longer projects at the same time as responding to quick deadlines	E
Excellent problem solving skills	E
Ability to work flexibly	E
Willingness to travel	E
Experience you will have	
Extensive experience of running your own caseload	E

Extensive experience of case work in adult community care	E
Experience of case work in Court of Protection	D
Experience of supervising casework	E
Experience of having casework assessed against a standardised framework	E
Experience of working in a legal aid setting	D
Experience of working with volunteers	D
Experience of project management	D
Experience of line management ideally remote workers	E
Experience of using Microsoft Office and related apps.	E
Experience of delivering training	D
Experience working as a remote worker	D
Knowledge you will have gained	
Knowledge of community care law	E
Knowledge of the legal aid sector	E
Knowledge of the advice sector	E
Knowledge of learning disability	E
Knowledge of social care issues and other issues of importance to our beneficiaries	E
Knowledge of different ways to communicate with people with a learning disability	D
Qualifications	
University Degree in Law	E