

Housing Legal Aid Administrator

Salary: £19,000

(Negotiable if successful candidate has previous experience)

**Fixed-Term Contract (One Year)
with the potential to be extended subject to funding**

Part Time (22.2 hours per week)

Suffolk Law Centre is seeking a **Housing Legal Aid Administrator** to join the Law Centre's Housing Team and provide administrative support to the team.

As our Housing Team continues to expand we need a committed individual with a keen eye for detail to support our caseworkers in all aspects of their work whereby they provide housing legal advice and assistance to clients, helping us to further expand our capacity.

Ideally, we would like someone who has knowledge of Legal Aid work and quality marks such as the Specialist Quality Mark. However, as part of Suffolk Law Centre's 'Grow Your Own' strategy, we are keen to provide the training and experience necessary for this role.

Suffolk Law Centre is a part of the Ipswich and Suffolk Council for Racial Equality (ISCRE) Group of Charities and works very closely with the other parts of ISCRE.

This is an exciting chance for **you** to join our Housing Team to help to sustain and grow Suffolk Law Centre in order to continue the provision of early legal advice and assistance to our community.

For an informal discussion about this post, please contact us via the means below and we will arrange for our Housing Supervisor to contact you.

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law**, and who may have experience of some of the issues faced by our clients.

Contact: For an application pack, please email
sophie@suffolklawcentre.org.uk
or telephone 01473 408111

Deadline for applications: Friday 19th November 2021 at 9:00am

Interviews: Tuesday 7th December 2021

Start Date: To commence as soon as possible

We are an Equal Opportunities employer