



July 2020

Dear Applicant,

Job Application Pack for Caseworker Posts, Scottish Women's Rights Centre (Permanent, Full-Time / Part-Time)

Thank you for your interest in applying for a caseworker post at JustRight Scotland.

We are recruiting for two female caseworkers (one part-time post and one full-time, job share would be considered) within the Scottish Women's Rights Centre (SWRC) as our current caseworkers are about to start training contracts.

The SWRC is an inclusive, unique and collaborative project which aims to improve outcomes for women in Scotland who have suffered gender based violence, bringing together the expertise of Rape Crisis Scotland, the University of Strathclyde Law Clinic and our experienced team of human rights lawyers at JustRight Scotland.

These posts are funded until 31 March 2021 with further funding to be sourced.

If successful in either post, you will work under the supervision of SWRC solicitors to assist its solicitors with its frontline outreach and legal casework as well as its work in public legal education, training, research and policy.

This job application pack contains the following information:

- About JustRight Scotland
- Job Description
- Person Specification
- Application Form
- Equality and Diversity Monitoring Form

The closing date for applications is Friday 21st August 2020.

Interviews will take place during week commencing 31st August 2020 (please note this is a provisional date) online, via Zoom, and candidates will be expected to complete an exercise pre interview.

Please email completed applications to Jenny Cook at jenny@justrightscotland.org.uk with the header PRIVATE AND CONFIDENTIAL or post them marked "private and confidential" to Jenny Cook, JustRight Scotland, Suite 3/1, 3rd Floor, Forsyth House, 111 Union Street, Glasgow, G1 3TA.

If you require to receive this information in a different format, or have any other questions about applying, please contact Jenny on 0141 406 5350.

Yours sincerely

Kirsty Thomson
Director/Partner

About the Scottish Women's Rights Centre

The SWRC provides free legal information, advice and representation to women affected by violence and abuse. It is a collaboration between [Rape Crisis Scotland](#), [JustRight Scotland](#) and the [University of Strathclyde Law Clinic](#). We are funded by the Justice Department of the Scottish Government, (with the legal project funds being administered by the Scottish Legal Aid Board) and the [Justice and Equality Fund from Rosa](#).

The Centre strives to fill the gaps that exist between women's experiences of gender based violence and their ability to access justice by working with specialist solicitors and having access to advocacy support. Informed by our direct work with victim-survivors of violence and abuse, we seek to influence national policy, research and training to improve processes and systems, and ultimately to improve the outcomes for women who have experienced gender based violence.

You can find further information about the centre on our website at www.scottishwomensrightscentre.org.uk.

JustRight Scotland

The successful candidate will be employed by JustRight Scotland (JRS) which is Scotland's legal centre for justice and human rights. We use the law to defend and extend people's rights.

We believe in inclusion and social justice collaboration, which means that all our projects work in areas in which gaps in access to justice lead to discrimination and disadvantage. We aim to tackle those issues by sharing resources, and working with non-lawyers, to explore models for providing expert legal advice and information, efficiently and effectively.

We do this by providing legal services directly to individuals as well as working to improve outcomes for our clients by contributing to policy and research, and delivering training and outreach. We aim to test new models for leveraging our legal expertise within these collaborations, and sharing what we learn along the way.

We operate **four centres of legal excellence**:

1. Scottish Refugee and Migrant Centre;
2. Scottish Women's Rights Centre;
3. Scottish Anti-Trafficking and Exploitation Centre, and;
4. Scottish Just Law Centre

We also have a policy, research and training hub, JustRight for All, which supports our wider awareness raising, legal education and influencing work.

You can find further information about our vision, our values and our work at www.justrightscotland.org.uk.

Job Description

Job title:	Caseworker, Scottish Women's Rights Centre
Reports to:	Senior Solicitor, Scottish Women's Rights Centre
Length of contract:	Permanent, Part-Time / Full-Time. Funded by the Scottish Government until March 2021, further funding will be sought
Salary:	£20,000 per annum (pro rata)
Leave:	37.5 days (pro rata, inclusive of public holidays and flexible working)
Location:	JRS Offices – Glasgow with travel expected around Scotland

Female only posts permitted under Schedule 9, part 1 of the Equality Act 2010

Job Purpose and Context:

To assist the SWRC solicitors to provide gender sensitive and trauma informed legal information, advice and representation to women throughout Scotland through the legal project of the Scottish Women's Rights Centre and to input into policy, training and research work linked to the legal work of the project.

These posts are currently fully funded by the Scottish Government administered through the Scottish Legal Aid Board, but in the future may also require earned income through legal service provision and our social enterprise legal education, consultancy and training programme.

This is an exciting opportunity to work within a ground breaking national project within an innovative legal centre.

Key Responsibilities:

Specific:

- Under the supervision of the SWRC solicitors, assist the SWRC solicitors with the provision of initial legal advice and human rights information to individuals and organisations, through legal outreach work conducted at a national level, including through legal surgeries and telephone advice lines.
- Under the direction and supervision of SWRC solicitors, assist with the provision of direct legal advice and representation to clients, including advocacy at relevant tribunals and courts where appropriate.
- Under the direction and supervision of SWRC solicitors, undertake financial and administrative duties linked to the SWRC casework, outreach as well as the operation of the SWRC.
- Assisting with administrative work required for the regular review and evaluation of project implementation/KPIS.

- Attendance, and contribution to, SWRC internal meetings where required.
- Maintain up-to-date knowledge of areas of law relevant to the focus of project work, as well as knowledge of key developments in human rights and equalities law, and public law.
- Maintain timely and accurate records of work undertaken using our case management system, and any system of the SWRC, and other procedures designed to manage and track our work in a safe, efficient and effective manner as set down in the JRS and SWRC operational manuals and any manuals and policies designed for the organisation and/or project.
- Assist the SWRC solicitors with the development and delivery of internal and external professional training, as well as the development of human rights information and other resources for the SWRC public legal education programme.
- Assist the SWRC solicitors with key policy issues and to policy and influencing work in areas of importance to the SWRC client groups.
- Travel, when required, to conduct work across Scotland, UK and abroad. This includes assistance with representation at courts, attendance at other JRS and SWRC linked offices, and attendance at outreach surgeries and training venues.

General:

- To work independently but also collaboratively with other members of the JRS and SWRC team and our other collaboration partners.
- To complete other tasks necessary to contribute to the operational management, sustainability and development of JRS and SWRC in the pursuit of its strategic goals.
- To prioritise work effectively and ensure that work is completed professionally and to high standards.
- To ensure that an inclusive, human rights-based approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of JRS and SWRC values of *collaboration, social justice, inclusion, empowerment, and innovation*.
- To conduct all work in line with JRS and SWRC policies and procedures, including our Equalities and Diversity Policy.

Person Specification

		Essential	Desirable
Knowledge & Qualifications	University degree	X	
	Knowledge of UK and European human rights law and procedure		X
	Demonstrable interest in human rights, tackling gender inequality and working to achieve social justice	X	
	Understanding of the experiences of women affected by gender based violence	X	
Skills and Experience	Excellent English written and oral skills, with the ability to communicate complex issues in clear, jargon-free, language	X	
	Experience of undertaking legal or related casework including the provision of advice		X
	Experience of working cross-sector or in collaboration with other partner organisations		X
	Experience of organising and delivering professional training or public legal education		X
	Experience of working on and contributing to influencing policy		X
	Ability to complete tasks to a high standard without continuous supervision	X	
	Ability to work in a small team in a cooperative, flexible and supportive manner	X	
	Ability to manage own time by prioritising tasks and meeting competing deadlines	X	
	Ability to develop successful collaborative working relationships externally	X	
	Confident ability in use of MS Office: Outlook, Word, Excel and Powerpoint	X	

Qualities	A commitment to the promotion of human rights and working to increase access to justice	X	
	A commitment to an inclusive, human rights-based and trauma informed approach to working with clients	X	
	Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity	X	

Application Form

Please read this application form and the application pack carefully before you start to complete this form. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post. You may find it helpful to illustrate with examples from your previous professional or voluntary work, or studies. Do not include a separate CV or other background material, as we will only use the information in this form when deciding whether to shortlist applicants.

Please email completed applications to Jenny at jenny@justrightscotland.org.uk with the header PRIVATE AND CONFIDENTIAL or post them marked "private and confidential" to Jenny Cook, JustRight Scotland, Suite 3/1, 3rd Floor, Forsyth House, 111 Union Street, Glasgow, G1 3TA.

The closing date for applications is midnight on Friday, 21st August 2020. Interviews will take place during week commencing 31st August 2020 (please note this is a provisional date) online, via Zoom, and candidates will be expected to complete an exercise pre-interview.

CONTACT DETAILS

Name

Address

Postcode

Email address

Phone numbers (Day)

(Evening)

I understand that JRS will hold the information I have given in this form, solely for purposes of considering my application, and as part of my contract record, if successful. I consent to this, and understand that I can ask JRS to produce for me, or delete this information at any time, on my request.

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract.

Signed:

Date:

EDUCATION AND TRAINING

Please list any education and training courses undertaken that are relevant to the post.

Dates	School/College/Other	Course/Qualifications

Date	Training (Training Providers)

WORK EXPERIENCE

Please list all your work experience, both paid and unpaid, since leaving full time education. Start with your current or most recent employment and list the remainder in reverse order.

Dates	Name/Address of Employer	Post or Activity & Main Duties/Responsibilities

INFORMATION IN SUPPORT OF YOUR APPLICATION

In this section, **we would like you to demonstrate how you meet the requirements for this role.**

Please outline the reasons why you are interested in this position, and demonstrate that you meet the person specification by giving specific examples which show that you have the necessary skills, knowledge and experience for the role.

Please attach additional pages if necessary, but **do not exceed 750 words** in answering this question.

REFEREES

Please give the names, addresses, telephone numbers and email addresses of two referees. One of these should be your current or most recent employer. If you are shortlisted for the post, we may contact one of your referees before your interview. You may indicate that you would prefer us not to contact one particular referee at this stage.

First Referee

Name	
Title or Position	
Organisation	
Address	
Telephone number	
Email address	
In what capacity is this person known to you?	

Second Referee

Name	
Title or Position	
Organisation	
Address	
Telephone number	
Email address	
In what capacity is this person known to you?	