

June 2008

Dear Applicant,

Application for vacancy as Employment Supervisor

Thank you for responding to the advertisement for this post. The current salary scale for the post is £26,067 to £29,728 per annum for 35 hours per week plus 6% pension (after 3 months). We are willing to consider applications to work part-time, please indicate this in a covering letter with your application.

Sheffield Law Centre has been in existence since 1984. We are part of the Law Centres Federation. Currently the Law Centre is funded mainly by Sheffield City Council and the Legal Services Commission (LSC) but we do have other funding from the Big Lottery Fund and the Equalities and Human Rights Commission. We also receive additional funding from other sources.

In March 2000 the Law Centre obtained specialist contracts with the LSC to provide legal advice and assistance in housing, employment and immigration. In May 2002 the Law Centre was also funded to run a Legal Services Commission pilot to co-ordinate the Sheffield County Court housing possession duty scheme.

The Law Centre has a self service model of working with the LSC and all caseworkers contribute to the Legal Help work which we need to meet the LSC contract.

The current posts at the Law Centre consist of: -

Housing Team

Senior solicitor (who is also housing casework supervisor)
Housing caseworker.
County court duty scheme co-ordinator

Immigration Team

Immigration casework supervisor
Immigration caseworker

Employment team

Employment casework supervisor
2 caseworkers

Equality Rights Supervisor

Support team

Coordinator
Finance Worker
Volunteer Support Workers (2)
Admin Workers (2)
cleaner

Trainee Solicitor (2007-2009)
Trainee Solicitor (2008-2010) – starting in September

The Law Centre also has 16 volunteers who work mainly in the support team.

The Law Centre has a voluntary management committee which meets monthly as a full committee and various sub-committees also meet regularly. The day to day management of the Law Centre is undertaken by the workers management team consisting of the senior solicitor, coordinator, immigration, disability rights and employment supervisors who meet fortnightly. Workers meetings with all workers take place fortnightly.

The Law Centre offers 30 days holidays per annum pro rata in addition to bank hols (part time workers get bank hols on a pro rata basis) and operates core hours of working of 10am – 4pm with a flexitime system.

Sheffield is a multi cultural city located very close to the Peak District National Park and well served by public transport. It is one of the largest cities in the UK, has two universities and has a wide range of cultural attractions including a 5 screen art house cinema, numerous other cinemas, theatres, art galleries and sporting facilities. Accommodation is fairly easily available and at reasonable cost.

Enclosed you will find

- Job Description and Person Specification.
- Application Form.
- Guidance notes on completing the application form.
- Equal opportunities monitoring form
- Annual report for the organisation

Please return your completed application form by the closing date, **12 noon on Thursday 17 July 2008**. Interviews will be held during the following week. If you will be on holiday at this time please indicate the dates you will not be available in a covering letter included with the application. Please ensure that you have provided details on the form so that we can contact you easily—make sure when writing any e-mail address that it is easy to read. **Please do not send CVs** – these will not be passed to the shortlisting panel nor included in the recruitment process.

When completing the application form please follow the format in the person specification and please illustrate, giving examples, how you meet the requirements of the person specification. The application form is available on our website www.slc.org.uk to download. If you require an electronic version of the application form and have problems with the version on the website please e-mail me on anne@slc.org.uk and I will return it as an e-mail attachment in *Word*. We will accept applications by e-mail to anne@slc.org.uk but if you are successful in obtaining this job we will ask you to sign a paper copy, as it will form part of your contract of employment. If you do submit the application form electronically please do not forget to send the equal opportunities monitoring form with it.

Sheffield Law Centre is accessible for those with a mobility impairment. If you have a disability which may mean that we will need to make reasonable adjustments if you are invited to interview you may wish to discuss this with me in advance, any information given at this stage would be regarded as confidential and not form part of the shortlisting process.

If you have any queries about the post please phone me on 2731501 or e-mail me on anne@slc.org.uk.

Yours faithfully,

Anne Hudson
Coordinator