

Housing Rights



Recruitment Pack

Legal Fellow

Closing date: Friday 11 July at midday

when everyone has a **home**

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WELCOME

from our CEO

Thank you for your interest in the role of Legal Fellow at Housing Rights.

This recruitment pack provides details of the work we do, the role of Legal Fellow and what we are seeking from candidates.

We are proud of the difference we make to people's lives in preventing homelessness and helping them with their housing problems. Last year, we helped over 13,000 people in Northern Ireland.

The commitment and dedication of our staff across all departments helps us achieve this. We are proud of our expert, passionate staff team.

In return, Housing Rights supports staff to develop their knowledge and careers. We offer flexible working, hybrid working and a generous leave entitlement. We work hard to ensure staff are working in a positive environment which promotes wellbeing and reflects our values.

The work of Housing Rights is becoming more critical in this unprecedented time. I hope the opportunity to join us is one that will interest and excite prospective candidates.

Kate McCauley



WHO WE ARE

We improve lives by tackling homelessness and housing problems in Northern Ireland.
We believe a good quality affordable home can be a building block to a stable life.
We believe that everyone should have a home.

WHAT WE DO

We help people in Northern Ireland live in safe, suitable, and affordable homes.
We provide services for the public and professionals working in housing.

Our services include:

- housing advice via our helpline
- online housing advice and information via our website
- advocacy and legal representation
- housing mediation
- advice and support for people in or leaving prison
- specialist support for young people at risk of homelessness
- advice for landlords
- support for generalist advice agencies
- policy and participation service to positively influence decisions made about housing and homelessness
- training and events for housing and advice professionals

THE DIFFERENCE WE MAKE

Over the course of 2023-2024 we supported people in Northern Ireland with housing and homelessness problems.



Prevented homelessness

We helped prevent homelessness for a total of 1,307 households



Improved skills and knowledge

94% of attendees felt attending our training improved their housing skills and knowledge



Provided advice

We provided advice, advocacy, and representation services to 12,006 households, on 50,224 issues



Improved housing circumstances

8 out of 10 people who used our helpline reported their housing circumstances had improved



Improved wellbeing

7 out of 10 people who used our helpline reported an improved sense of wellbeing

OUR VALUES

"I appreciate the growing diversity of the staff in Housing Rights"
-Housing Rights Staff Survey 2023

Equality



Cooperation



Independence



Quality



Respect



Agility



OUR BENEFITS AND CULTURE

We offer our staff the following benefits:



hybrid and flexible working



tailored learning and development plan



generous holiday allowance



enhanced employer pension scheme with free life assurance



accessible location and free parking



fun events for staff engagement



access to employee wellbeing services

"Housing Rights is more a vocation than a job"
-Housing Rights Staff Survey 2023

Accreditations:



Living Wage Employer



Investing in Volunteers



Diversity Mark Accredited

"I think overall Housing Rights has a great culture and the staff as a team are brilliant"
-Housing Rights Staff Survey 2023



WORKING AT HOUSING RIGHTS:

Results of our 2023 staff survey show:

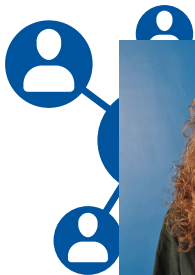


5% increase in staff satisfaction in the last 5 years!



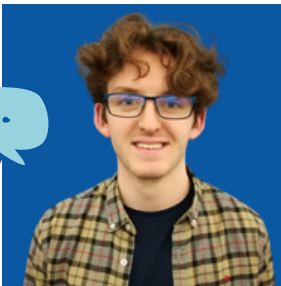
Categories staff were most satisfied with:

- 1. My work*
- 2. Inclusion & Fair Treatment*
- 3. Wellbeing and Engagement*



Kerry Logan - Participation and Policy Lead

“I love working alongside and learning from my colleagues right across the organisation at Housing Rights – it is a fab team, made up of people who are passionate about social justice and constantly going above and beyond to support people experiencing housing problems or homelessness.”



Eamon Sheridan - Housing Advocate (Young People)

“By providing effective advice and advocacy for my client's I have witnessed first-hand how our services can positively impact their lives.”



Bronagh Flynn - Business Development Lead

“I love the variety of my job and the people I work with. I work across the whole of the Housing Rights team and others within the housing sector every day. This allows me to help shape new projects and services that will help our clients and support the wider Housing Community - to ensure everyone has a home.”

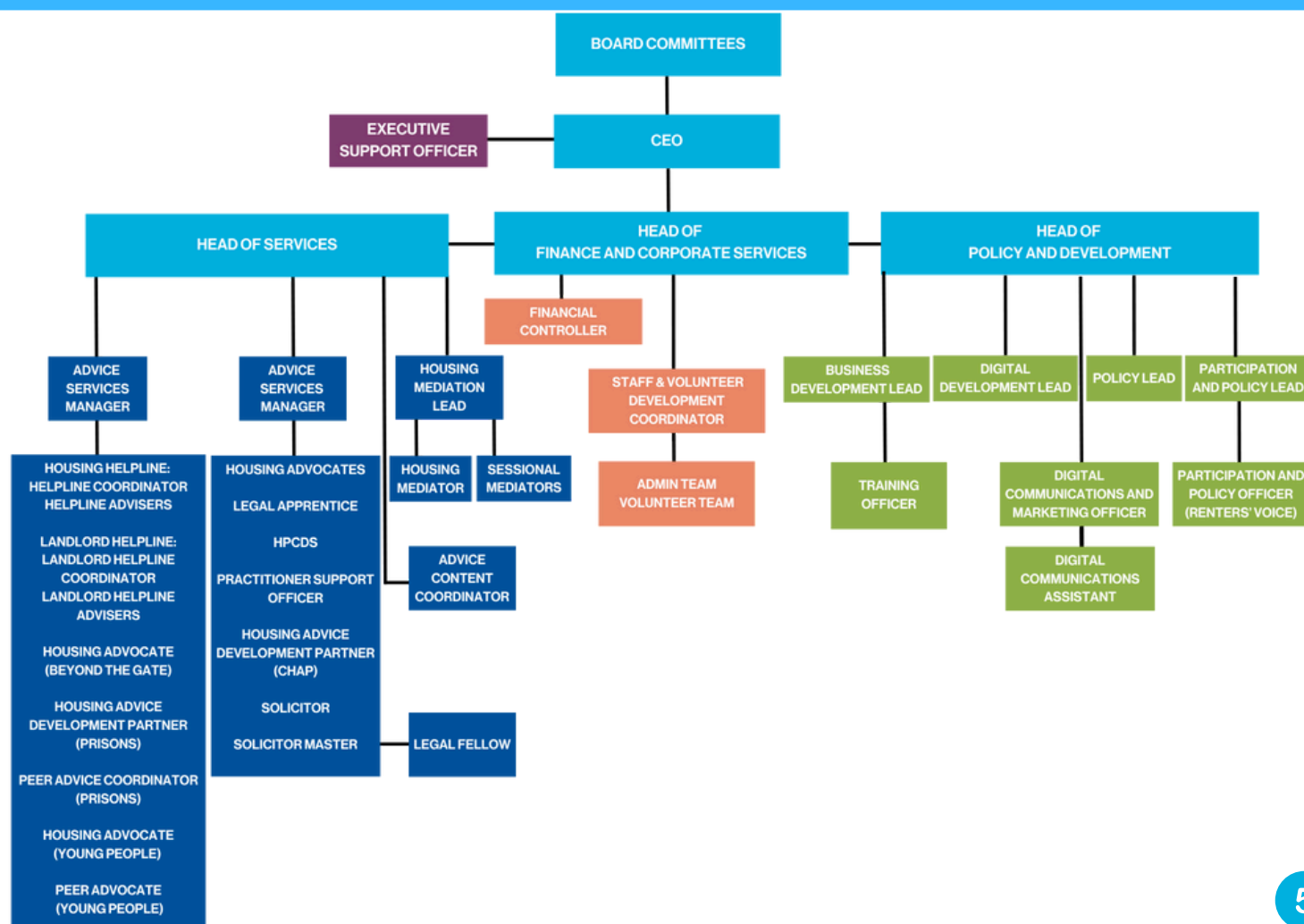
ABOUT THE ROLE

As a Legal Fellow, you will play a key role in promoting social justice in Northern Ireland and helping us achieve our vision of everyone having a home.

You will do this by contributing to legal advice, advocacy, and representation on behalf of clients within our legal team. You will also contribute to the organisation's policy, training, and legal information work.

Upon successful completion of the 24-month fixed-term training contract, you will work for Housing Rights for a further 12 months within our legal advice team.

ORGANISATIONAL CHART



JOB DESCRIPTION

Purpose:

To promote social justice in Northern Ireland and help Housing Rights deliver on its mission (see www.housingrights.org.uk) by contributing to legal advice, advocacy and representation assistance on behalf of clients and to the organisation's policy; training and legal information work.

Potential contacts:

Clients and public; legal professionals; referral agencies, statutory and voluntary organisations; Northern Ireland Courts & Tribunal Service; Housing Rights staff, volunteers, members and board; elected representatives; policy makers and media.

Reports to:

Solicitor Master

Key Duties:

Legal advice and assistance

- to give legal advice to callers to Housing Rights across its areas of Housing and social welfare law practice
- to give legal advice through outreach and other planned activities as appropriate
- to conduct appropriate cases in accordance with Housing Rights' casework policy and procedures
- to advise and advocate on behalf of and represent Housing Rights' clients including working with counsel as required
- to contribute to the development of the Housing Rights strategic casework strategy and to identify strategic legal issues arising from Housing Rights' advice, advocacy and representation work
- to keep appropriate and relevant records as required for management purposes ensuring compliance with funding and professional standards including, for example, Lexcel Quality Standard, service and organisational funders
- to research relevant legal issues to assist and support the work of Housing Rights' legal advice and casework teams

JOB DESCRIPTION

continued

Policy, information and communications work (as required)

- to undertake a social justice project that supports Housing Rights mission
- to represent the organisation at appropriate seminars and conferences, including at relevant stakeholder groups
- to identify policy and practice issues arising in the legal advice and assistance work and identify appropriate responses
- to research and help produce public legal information resources, including briefings/legal information papers and other written material for publication, including on Housing Rights website
- to deliver outreach information sessions on social welfare law across Northern Ireland
- to contribute to Housing Rights responses to consultation documents and policy statements
- to contribute to and participate in media interviews on law and policy issues as appropriate
- to work with policy colleagues to achieve Housing Rights policy objectives and build effective external networks

Training (as required)

- to identify the training needs of members and others including in response to changes in legislation and policy
- to assist in production of relevant training materials and help deliver training to meet the identified needs of members and others as may be required

Membership and Stakeholder Development (as required)

- to work closely with Housing Rights Practitioners Forum (non-government stakeholders and members normally frontline practitioners) and others as agreed, including to administer and convene relevant meetings
- to encourage and assist members of Housing Rights in carrying out their advice and policy work as appropriate
- to contribute to Housing Rights members' network
- to develop and maintain effective working relationships with other relevant stakeholders to support the work of Housing Rights
- to undertake relevant administrative duties in the performance of the above.

JOB DESCRIPTION

continued

Other duties

- to assist with the preparation of reports for funders and others as required by management
- to act as ambassador for Housing Rights, upholding its public image through its legal work
- to identify and maximise organisational development opportunities
- to be available to work outside standard business hours occasionally to meet the demands of the role
- to undertake such other duties as may be required from time to time
- to adhere to the organisational values at all times

<https://www.housingrights.org.uk/> (www.housingrights.org.uk)

Professional development

- to agree individual objectives and set priorities in accordance with those objectives
- to identify own training and professional development needs in consultation with line manager and source appropriate support
- to comply with professional regulation requirements
- to successfully complete the recognised professional post-graduate training through Queen's University Belfast Institute of Professional Legal Studies in accordance with the requirement of the Law Society of NI

PERSON SPECIFICATION

Job title	Legal Fellow
Grade	NICS AA £25,796 per annum (August 2025 pay scale)
Responsible to	Solicitor Master

Education / Training

Essential

- Law degree or relevant equivalent degree with offer from the Institute of Professional Legal Studies (IPLS) of a place on the NI solicitor's vocational training course in September 2025. *Candidates should note that the offer of the Fellowship will be conditional on achieving a place on the IPLS solicitors course and passing the IPLS examination

Relevant experience / training

Essential

- *demonstrable experience of working to promote social justice
- *demonstrated experience of writing or presenting information to a range of audiences
- *demonstrated experience of analytical skills and the ability to form persuasive evidence-based arguments

Desirable

- *experience of working in partnership to promote social justice
- *an understanding of housing and homelessness issues in Northern Ireland
- *experience of handling customer/client enquiries by telephone, on-line or on a face-to-face basis in a busy helpline/customer services environment
- *experience of handling complex customer enquiries

Knowledge

Essential

- *knowledge of social justice issues relevant to vulnerable and disadvantaged groups

PERSON SPECIFICATION

continued

Skills / Attributes

Essential

- *demonstrated ability to communicate effectively both verbally and in writing
- *skills in the use of Microsoft Office applications including Word, PowerPoint and Excel
- good interpersonal and teamwork skills
- ability to work with accuracy and attention to detail to tight timelines.

Desirable

- *ability to use MS Teams, client databases and telephony systems effectively in a customer focused environment.

Values

Essential

- a passion for affecting positive change
- a commitment to the values of Housing Rights (www.housingrights.org.uk) .

****denotes shortlisting criteria***

TIMELINES

Advertise	23 June 2025
Closing date	11 July 2025 at midday
Interview	21 July 2025

INTERVIEW PANEL

Brenda Parker (Chair)	Housing Rights
Jill Downing	Housing Rights
Aisling Cunningham	Housing Rights

Complete and return the application and equal opportunities monitoring forms by the closing date.

You can submit the forms by:



recruitment@housingrights.org.uk



Emma Kinghan, Admin Officer, Housing Rights,
The Skainos Centre, 239 Newtownards Road, Belfast BT4 1AF

If you need us to make any reasonable adjustments to help you during the recruitment process, please let us know.

Housing Rights greatly values diversity and we actively encourage applications from all sections of the community.