COMMS Volunteer:

Legal Advocacy Support Project (LASP)

Location: Bristol Law Centre, 2 Hide Market, West Street, Bristol, BS2 0BH

**Description of the role:**

*Volunteer law students work with the Welfare Benefits team to run appeals to the First-tier Tribunal against decisions on disability and sickness benefits. This allows many people who have no statutory right to representation to exercise their right to challenge decisions made about them. We also have an Upper Tribunal project which challenges decisions made on points of law at the First-Tier tribunal.*

*This position will support all communication with both current and alumni volunteers. It will also provide administrative casework support to the Casework Assistant on an ad hoc basis.*

**Benefits of the role:**

* Experience working in a legal environment
* Working as part of, and learning from, a highly experienced and knowledgeable team.
* Being able to make a real difference to the lives of vulnerable or disadvantaged people in the local community.
* A written statement of recommendation which can be used for future employment.

**Tasks:**

* Maintaining communications with volunteers & alumni
* Setting up and maintaining LASP social media platform
* Researching interesting caselaw to update LASP social media
* Writing alumni newsletter
* Arranging volunteer socials
* Providing administrative assistance to Casework Assistant on ad hoc basis
* Maintaining contact with clients to provide updates on their case

**Person Specification:**

* Excellent communication and organisational skills.
* Good attention to detail and a methodical approach to your work.
* Competent in the use of Microsoft packages such as Word, Outlook and Excel
* Strong grasp of social media platforms, such as Facebook
* Friendly, approachable and non-judgmental attitude.
* A commitment to equal opportunities and confidentiality.
* Confident and empathetic approach to client work.

**Required**: Volunteers are required to attend a 4 hour session once per week for at least 40 out of the first 52 weeks that they first start on the project, and be available for 12 of the 18 weeks between June and September 2020.

If you have any questions about the role or about the Bristol Law Centre, please do contact Sophia on 0117 916 7723 or email sophiad@bristollawcentre.org.uk. Please leave a message if I don’t pick up and I’ll get back to you.