



Legal Practice 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. There is also an Upper-Tier Tribunal project to challenge decisions made in the First-Tier Tribunal. This allows many people who have no statutory right to representation to exercise their right to challenge decisions made about them.

Benefits of the role:

- Enhance legal experience through supervised casework.
- Gain specific knowledge of current issues relating to benefits appeals.
- 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:

- Reading through appeal papers, including researching complex medical needs/conditions.
- Learning the legislation and rules around Work Capability Assessment (WCA) and PIP (Personal Independence Payment)
- Identifying the key strengths and weaknesses of each case.
- Use of case management software (AdvicePro) to open new cases and keep case notes up-to-date.
- Maintaining written communication with clients; drafting client care letters and end of case letters.
- File management.

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.
- 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 2019.

Candidates are expected to attend two evening training sessions the week commencing the 8th June 2020.

Application Details: If you would like to apply for this role please return your completed application form via email to SophiaD@bristolawcentre.org.uk **by 9:00am, Tuesday 31st March 2020.**

If you have any questions about the role or about the Bristol Law Centre, please do contact me on 0117 916 7723. Please leave a message if I don't pick up and I'll get back to you.