



Dear Applicant,

**Re: Tribunals Project Worker**

Thank you for applying to Zacchaeus 2000 Trust for the post of Tribunals Project Worker, fixed term, February 2018 to 31<sup>st</sup> April 2018. This is a really exciting opportunity to join Z2K as we work to scale up our Disabilities Tribunal work with additional short term funding that we have secured.

You will be working with a dedicated and small team that cuts across casework and policy to deliver this ambitious programme of both increasing the number of cases we take to tribunal and developing the capacity within the sector.

Given the tight timescale, you should only apply if you can start by 5<sup>th</sup> February 2018 latest.

**The application process:**

Please apply with a CV and a covering letter. The covering letter should be no longer than 2 sides and should address the essential requirements, identifying how you meet each requirement with examples.

Please return this by e-mail to [recruitment@z2k.org](mailto:recruitment@z2k.org)

The equal opportunities monitoring form will be separated from your application on receipt. The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring and will not affect the shortlisting process.

**The deadline for applications is 5.00pm on 15<sup>th</sup> January 2018.** Applications received after the closing date & time will not be considered.

We intend to invite the successful candidates to interview the following week.

If you would like an informal chat about the post, you can email me on [rajihunjan@z2k.org](mailto:rajihunjan@z2k.org) to arrange a convenient time to speak.

Yours faithfully,

Raji Hunjan  
Chief Executive

### **Job Description: Tribunals Project Worker (Fixed Term 3 months)**

- **Hours of Work** : 5 days a week (35 hours)
- **Salary** : £23,000 to £26,000 per annum depending on experience pro rata
- **Holidays** : 28 days plus bank holidays, pro rata
- **Location** : Victoria
- **Duration** : 3 months

### **To Apply**

Please send CV and covering letter outlining how you meet the essential requirements of the job description to [recruitment@z2k.org](mailto:recruitment@z2k.org)

Closing date for applications: 5.00pm on 15<sup>th</sup> January 2018

### **About Zacchaeus 2000 Trust**

Based in Westminster, the Zacchaeus 2000 Trust was set up to combat poverty and homelessness across London through specialist advice and casework, policy and campaigning, practical support and services to local communities. We currently specialise in social security and homelessness, using evidence from our casework to influence policy. The Zacchaeus 2000 Trust is more commonly known as Z2K and we operate out of offices in Victoria and Queens Park and provide advice surgeries in North and South Westminster.

Z2K's projects include welfare benefits and housing advice casework, a private rented sector access scheme, through which we support tenants into long term housing solutions; a complaints project through which we expose faults in the processes relating to welfare benefits; and provide a specialist tribunal service to represent welfare benefits clients.

### **Tribunal Representation Work**

Z2K has long established a reputation for achieving successful outcomes for clients who lodge appeals to the social security tribunal following an unsuccessful application for benefits. We specialise primarily in disability benefits – Employment Support Allowance, Personal Independence Payment and Disability Living Allowance for children. We are delighted that we have secured additional funding to help us to scale up our tribunals work and to develop an infrastructure through which we will continue to raise funding for this work. With this funding we want to:

1. Scale up and increase the number of clients for whom we are lodging appeals and representing at tribunal level – partly through our network of pro bono lawyers
2. Build capacity within the sector and advocate for changes in the benefits application/assessment and tribunal process.
3. Demonstrate the importance of a disability benefits system that helps people access the right benefits with minimal complication and reduces the number of tribunal cases

### **About the Role**

Working closely with the Tribunals Caseworker/Co-ordinator, you will be responsible for supporting the co-ordination of our social security tribunal representation work in the field

of disability benefits - Employment Support Allowance, Personal Independence Payment and Disability Living Allowance.

Primarily, you will work to increase our network of specialist referral agencies, filter and manage first stage enquiries, support administrative tasks, co-ordinate volunteers. In addition, for at least a third of your time, you will be providing tribunal representation.

### **About You**

You will have gained experience of welfare benefits and/or disability advice work through voluntary or paid employment. You will have a commitment to working with communities who are highly disadvantaged and a passion for helping people to overcome homelessness and poverty. You will have the ability to interview, advise, and work with service users empathetically, and have the willingness to try new tasks and support the wider team with policy work and online communication such as blogs and tweets. From time to time you will be asked to work outside of usual working hours.

1. To provide, under the supervision of the Tribunals Co-ordinator, advice to clients, including drop-in advice surgeries with a view to increasing the number of tribunal representation cases that Z2K can manage, and to provide representation on occasion.
2. Recording outcomes and ensuring case work is completed and cases closed in a timely manner.
3. To support the provision of training to corporate lawyers about welfare benefits and social security tribunals and to provide them with guidance and advice regarding tribunal representation when necessary.
4. To work with the Tribunals Co-ordinator to recruit additional volunteers based at Z2K, provide training, and supervise volunteers working on tribunal representations.
5. To act as a point of liaison between representatives (corporate lawyers, in-house caseworkers or volunteers), the Tribunals Service and the client, and to provide administrative support when necessary.
6. To regularly review and analyse data and share trends and findings with all Z2K staff, mainly the campaigning team, feeding into significant policy and research.
7. To work with partner agencies to increase referrals.
8. To provide website and other communications updates, including writing blog pieces or providing case studies for reports and articles in the press.
9. Attend and contribute to regular casework and whole team meetings.
10. All other relevant tasks as required.

### **Essential Requirements**

1. Experience of working on projects that require liaison with multiple partners as well as clients.
2. Proven (voluntary or paid) experience in casework practice.
3. Willingness to provide tribunal representation/advocacy.
4. Demonstrable knowledge and understanding of the welfare benefits system
5. A disciplined approach to record keeping and data protection
6. Well organised in maintaining systems and communication with internal colleagues, external partners and organisations.
7. Empathy with households experiencing poverty, debt and homelessness.
8. Excellent written and verbal communication skills.
9. Excellent research and problem solving skills.
10. IT skills and excellent numeracy skills.
11. Experience in working as part of a team and willingness to work supportively.
12. Ability to use own initiative, prioritise workload and manage own cases.
13. Interest/experience in broader strategic litigation and/or policy work.

**Desirable Requirements**

1. Law degree or other legal qualification, and experience researching points of law.
2. Experience in providing representation or advocacy.
3. Experience in providing training to groups.
4. Experience in operating a case management system.
5. Experience of/ability to run drop-in advice surgeries.
6. Experience of working on projects with corporate law firms.

**Values**

1. A genuine commitment to equal opportunities.
2. A commitment to working in and contributing to the ethos of an anti-poverty charity.
3. A commitment to supporting colleagues and working as a team.