



BRADICAL Employment Rights CIO

JOB VACANCY

ADVICE SUPERVISOR

An exciting and unique opportunity has arisen for candidates who have a background in employment and discrimination law and wish to undertake part-time work to support a small charity in Birmingham.

BRADICAL Employment Rights CIO (BER) is looking for a part-time (8 hours per week) supervisor to run an employment and discrimination advice clinic on Mondays in Lozells, Birmingham (from 10am-3pm). The post will initially be for a fixed term of six months. Please see the Job Description below for further details on the role.

Candidates applying should have relevant qualifications and at least 3 years' practice in employment and discrimination law and have some experience in training/mentoring graduates.

Please apply with a CV and covering letter by Friday 26 April 2019 to the Chair, Gurpreet Rheel at grheel1@gmail.com. Any queries about the role can be emailed to the same email address.

The deadline for applications is 5pm on Friday 26 April 2019.



BRADICAL Employment Rights CIO

JOB DESCRIPTION

ADVICE SUPERVISOR

Contract: Employee, part-time, fixed term of 6 months (to start as soon as possible).

Hours: 8 hours per week (1 day)

Salary: £100 per week, subject to review of this increasing where funding allows.

Responsible to: The Board - Chair (Gurpreet Rheel)

Duties:

- (a) To supervise all employment and discrimination work at the clinics held in compliance with GDPR requirements.
- (b) To provide guidance, legal advice and practical support to volunteers within and outside office hours. The successful candidate must ensure that any work produced by volunteers is checked.
- (c) To keep up-to-date records of all enquiries and cases on the case management system (including details of claimants/ respondents etc, settlements, dates of disciplinary/appeal hearings, tribunal hearings and outcomes). This includes responding to email and telephone queries or ensuring a system is in place for such queries to be dealt with promptly.
- (d) To provide a regular up-date on work to the Board and a written summary for board meetings (held approximately once each month).
- (e) To wherever possible, take steps to ensure clients are assisted at the tribunal or County court stage, whether this be arranging for a volunteer to attend the hearing (subject to their experience and knowledge), referring clients to other appropriate agencies or by supporting the client outside of the Tribunal.
- (f) To ensure appropriate systems are in place to ensure ACAS, tribunal or other deadlines are met.



BRADICAL Employment Rights CIO

HISTORY AND BACKGROUND

When we started our work over 15 years ago in Handsworth, Birmingham, as an unincorporated voluntary organisation, we were mainly concerned with claims of sex, race and disability discrimination in employment. However, our clients invariably asked for help with claims for unpaid wages or holiday pay, redundancy and unfair dismissal. Such claims eventually formed the majority of our cases. We achieved some success in both the discrimination and straight dismissal/ wages claims, obtaining on average around £200,000 each year in tribunal awards and ACAS-negotiated settlements. More and more clients came to see us and the list of cases became longer.

In 2011 we formally registered as BRADICAL Community Interest Company and then developed a link with the College of Law (now the University of Law) where prospective barristers negotiated settlements and represented clients at Employment Tribunals. The Birmingham Citizens Advice Bureau referred their employment callers to us and the number of cases rose steadily.

Registration with the Charity Commission followed in 2016 where we became known as Bradical Employment Rights CIO (BER). We operated five days per week. The number of clients continued to rise until we reached our capacity.

Throughout the life of BER and its varying forms, what has remained clear is the ongoing need for members of the public (who have limited means to pay Union subscriptions or legal representation) to be provided with free advice and representation in employment and discrimination law is ongoing.

To carry out its work, BER has always relied on an influx of volunteers (whether law students, professionals or those who wish to obtain some experience), supported by a Supervisor to ensure volunteers are sufficiently supervised and mentored. In this respect, BER not only seeks to assist those who face injustice at work, but also presents opportunities for members of the community to positively contribute towards achieving social reform.

BER's NEW PROJECT

Our current project is to hold an advisory clinic in Lozells, Birmingham every Monday from 10am to 3pm for an initial period of six months. This shall be run by an Advice Supervisor who shall be responsible for running the advice clinic and guiding the volunteers to ensure all advice given is accurate. Whilst BER has always undertaken casework, this project will be focused on advisory work. In time, we hope to develop the project towards casework again.