



Career Pathway Project Officer

Job description

Accountable to:	Business Support Manager
Location:	Home based with occasional travel
Type:	Permanent, Full time (part time working will be considered)
Hours:	37.5 hours
Salary:	£24,500 per annum

Why Access Social Care Exists

Every day millions of older and disabled people are denied the social care they need. Most local authorities can't meet the growing demand for care, and none are confident they can meet their legal duties in the future. This affects all of us - we will all need social care at some point in our lives.

We all have a right to hold public bodies to account, but most of us cannot afford lawyers so rely on legal aid. The 92% drop in legal aid cases since 2010 means that we have nowhere to turn. Without access to justice, our rights do not exist. The rule of law is broken.

What we do

Access Social Care provides free legal advice and information for people with social care needs, helping achieve a better quality of life. We work with communities to increase knowledge of the law and our rights. We highlight the gap left by cuts to Legal Aid and provide advice for those who can't afford it. We work to increase the number of people who choose a career in community care law, and support those already in the profession to ensure they are well-supported and their work is properly funded.

With a 98% success rate, our network of lawyers provide access to justice when things go wrong. We collaborate with social services whilst ensuring legal obligations are met. We are working towards a future where social care is adequately funded and we all get the support we need.

We provide rights awareness training to front line managers, and legal advice and support to families and individuals. As well as providing access to justice, our aim is to drive system

level change through evidence-led influencing and strategic casework. We operate our casework service mainly under a membership model where organisations involved in the social care sector contract with Access Social Care to provide legal assistance to their clients.

This is an exciting time to join ASC. We have a new strategy and are growing quickly. We have more than doubled in size and income since we started operating in April 2020 and we anticipate that this strong growth will continue for the duration of our next strategic period. We are dedicated to the people who need our help, but we also care deeply about our team and we think that work should be an exciting and satisfying place to be.

About the role

A key part of Access Social Care's work is our Career Pathway programme which aims to address the national shortage of specialist community care lawyers. We are doing this through:

- Strengthening our internal infrastructure and developing our internal career pathway pipeline.
- Expanding our work with academic settings to attract more people into the profession building on our student clinic pilots to draft course content and run summer internships.
- Working internally and with the wider sector to improve retention of specialist lawyers and expand our work influencing the Ministry of Justice (MOJ) and the Legal Aid Agency (LAA) to improve sustainability of community care legal aid practices.

We want you to:

- Provide administrative support to the projects within the Career Pathway programme.
- Work with internal and external stakeholders to arrange and co-ordinate events.

Responsibilities

- Coordinate task scheduling and resource management for the Career Pathway projects, including handling diary management.
- Update and maintain project records and documentation, including updating risks and tracking progress against milestones.
- Work with the Career Pathway Project Manager and other team members to collect and organise data required for generating both internal and external reports.
- Manage stakeholder relationships, including responding to enquiries and scheduling training sessions.
- Assist in event planning, including recording event data, sourcing suppliers and communicating with attendees.
- Provide general assistance in organising meetings including setting agendas and taking minutes.
- Coordinate and facilitate online and hybrid events.

- Undertake such other tasks as may reasonably be required or asked of you in order to respond to organisational needs and specific needs within the legal team.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Person Specification

All staff at ASC are expected to share and demonstrate our values:

Trustworthy	Recognised for excellence, we will be the best we can be in everything we do. We will be truthful, independent and outcomes focussed.
Fair	We believe in treating people with kindness and compassion in a way that is right, reasonable and just.
Fearless	We will do what is right, not what is easy. We will bravely challenge injustice.
Inclusive	Our beneficiaries' voices will influence our thinking and decision making at all levels of our organisation. Collaborative in our thinking, we will work with others to achieve our goals.
Positive	We will be constructive and progressive in our challenge. We will optimistically and dynamically drive for change.

In addition to our values, you will also need to be able to demonstrate or tell us about the following areas at your interview:

Requirements	Essential / Desirable
Experience you will have	
Experience of providing administrative support, including accurately capturing meeting minutes, monitoring projects, and maintaining records	E
Experience of working in a proactive way and on multiple projects simultaneously from start to finish	E
Experience of stakeholder management	E
Experience of organising and facilitating events	E
Skills you will have	
Proven written and verbal communication skills with the ability to interact effectively with a diverse range of people	E
Ability to work flexibly and creatively in a remote environment and respond to different demands	E
Proficiency in collecting and presenting data	E
Ability to use Microsoft 365	E
Ability to use project management tools	D

Personal attributes you will need	
Purpose driven with an commitment to our mission and values	E
Commitment to working within the principles of equity, diversity and inclusion	E
Supportive team player	E
Take responsibility for your own personal development in line with agreed annual objectives	E
Willingness to travel	D
Knowledge you will have gained	
Knowledge of the advice and legal aid sector	D
Knowledge of general social care issues and other issues of importance to those needing social care advice	D
Knowledge of the higher education sector	D

How to apply

We hope that having read this far; you still want to apply!

Please ensure that your CV and supporting statement **do not include** your name – use initials only. This will ensure that we avoid unconscious bias in our shortlisting process. To apply, please provide the following documents:

- An up-to-date CV
- A completed [diversity monitoring form](#)
- A supporting statement of no more than two pages, addressing:
 - The essential requirements of the person specification

Please send to jobs@accesscharity.org.uk

If you want support applying, contact us using the email address above.

Please ensure you have the right to work in the UK before expressing your interest in this role. We are sorry that we cannot consider applications from candidates who do not have the right to work in the UK.

We only reach out to candidates who have been shortlisted. If you do not receive communication from us within two weeks following the application deadline, please consider that we will not be moving forward with your application.

Timeline for recruitment process

Closing date: 23.59pm on Thursday 29th August 2024

Interviews will be held virtually on MS Teams on Tuesday 10th September 2024

Please ensure you keep these dates free.

At Access Social care, we aren't interested in tokenism. We know that if we are to make the biggest difference for the people that need us the most, we need to get Equality, Diversity and Inclusion and anti-racism right. Part of this is recruiting greater diversity in all our teams.

With this in mind, we particularly welcome applications from candidates with experience of the communities we serve, including people with direct experience of the social care system, and from marginalised groups, particularly Black, Asian and minority ethnic groups, older and disabled people, and trans and non-binary people.