

DISABILITY LAW SERVICE

JOB DESCRIPTION

Post title:	Housing Solicitor
Hours:	35 hours per week
Salary:	£33,900 - £38,625 per annum
Annual leave: year	25 days per annum, plus 1 additional day per completed of service
Contract type:	Fixed-term for 1 year, potential for extension subject to funding, or conversion to a permanent role
Purpose of post:	To provide specialist housing law advice, casework, representation, and training to Deaf and Disabled people and organisations, supporting access to justice and systemic change.
Place of work:	Vauxhall, London/remote (Hybrid working) with some travel within London
Responsible to:	Head of Legal Aid and Systems Change Manager

About Disability Law Service

The Disability Law Service (DLS) is a pan-Disabled people's organisation that:

- Provides free legal advice, casework, and representation for Deaf and Disabled people, their families, and carers.

- Uses the knowledge and understanding gained from its advice work to inform and influence its systems change work through training and policy advocacy.

As a Deaf and Disabled People's Organisation (DDPO), at least 75% of our Trustees and 50% of our staff are Deaf or Disabled people. DLS adheres to the social model of disability.

Based in London but with a national reach, our aim is to fight injustice and challenge the poverty and inequality faced by Deaf and Disabled people by securing equal access to legal rights and entitlements. Deaf and Disabled people face discrimination on an unparalleled level in almost every aspect of their lives. They are also amongst the poorest in our society. These two factors combined mean that Deaf and Disabled people are more in need of legal advice but also struggle to be able to afford the costs involved. Our organisation helps fill this gap by providing free specialist legal advice in the areas of community care, employment, housing, welfare benefits, discrimination, and public law.

In addition to direct legal advice, DLS provides a number of second-tier activities, including bespoke training opportunities for organisations. These training sessions focus on various aspects of disability law and empower organisations to better support their clients and enact systemic reform.

DLS also engages in impactful policy work, aiming to reform laws that inadequately serve Deaf and Disabled people. Recent initiatives include advocating for the abolition of non-residential care charges, reforming welfare benefits, and campaigning for equal care rights for autistic children. By participating in government consultations, collaborating with other civil society organisations and influencing policy changes, DLS strives to create a more equitable legal framework for Deaf and Disabled individuals.

Through its comprehensive services, DLS assists nearly 6,000 people annually, often addressing cases of discrimination or inadequate care, and secures more than £3 million in financial gains for its clients. Our work has led to significant legal precedents and substantial compensation awards for clients, demonstrating our commitment to making a real difference in people's lives. In addition, our second-tier activities have helped build capacity in the sector and contributed towards systemic change for Deaf and Disabled people.

Role Overview

This is a diverse and dynamic role combining frontline housing law advice and casework with strategic capacity-building work. The Housing Solicitor will provide high-quality

legal advice and representation to Deaf and Disabled people, carers, and their families, while also delivering training to external organisations to strengthen sector knowledge and improve access to justice.

The role also contributes to the organisation's legal aid contract compliance, policy development, and wider strategic objectives. It will suit someone who enjoys varied work across multiple projects, engaging with a wide range of stakeholders, and developing both legal practice and training skills within a social justice-focused environment.

Main Duties and Responsibilities

1. Legal advice, casework and representation

- Work as a practising solicitor providing a full range of housing law advice and casework services, including representation at court and tribunal level where appropriate
- Deliver holistic housing law advice via the dedicated housing helpline, ensuring clients receive clear, accessible, and outcome-focused support
- Provide Legal Aid casework where applicable, including legal help and representation in complex housing matters
- Deliver weekly specialist housing law advice in collaboration with partner organisations
- Identify and action appropriate signposting and referrals where clients require additional or alternative support
- Maintain a high standard of legal practice in line with regulatory and contractual requirements, including the Solicitors Regulation Authority (SRA) Code of Conduct, Legal Aid Agency (LAA) requirements, and internal policies

2. Case management and compliance

- Maintain accurate, timely, and compliant case records using organisational systems
- Ensure all file management, monitoring, and reporting systems are completed in line with Legal Aid, funder and organisational requirements
- Maintain up-to-date time recording in accordance with agreed systems
- Contribute to audit readiness, quality assurance, and contract compliance processes

- Work within DLS policies and procedures, including equal opportunities, safeguarding, confidentiality, and health & safety

3. Training, capacity building and external engagement

- Design and deliver housing law training to civil society organisations, law centres, advice agencies and other relevant stakeholders
- Build the capacity of partner organisations to support Deaf and Disabled people effectively in housing-related matters
- Maintain a diary of training activity to support accurate reporting to funders
- Contribute, on average, one day per week to training and capacity-building activities
- Represent the organisation at external forums, networks, and meetings relevant to housing law and access to justice
- Develop and maintain effective relationships with statutory, voluntary, and legal sector partners

4. Strategic contribution, policy and fundraising support

- Contribute to organisational responses to public policy consultations and strategic legal initiatives
- Provide expert input into fundraising activity, including case studies, anonymised client stories, and statistical data
- Contribute frontline legal insight to support systems change and the organisation's wider access to justice objectives
- Work collaboratively with colleagues to develop and deliver new initiatives aligned with organisational strategy and priorities

5. Service development, supervision and team contribution

- Supervise and support staff and volunteers where required
- Support senior management where required, including taking on delegated responsibilities in their absence
- Work collaboratively with colleagues across the organisation to improve service delivery and client experience
- Provide advice and assistance to staff across housing issues where required
- Participate actively in team meetings, planning sessions, and wider organisational activities
- Promote a positive, collaborative, and inclusive team culture

6. Professional development and external engagement

- Maintain up-to-date knowledge of housing legislation, case law, and policy developments
- Undertake training and continuing professional development as required
- Liaise with voluntary and statutory bodies to support effective client outcomes and service coordination
- Contribute to maintaining and developing external networks relevant to housing and social welfare advice

7. Reporting and communication

- Contribute to high-quality internal and external reports, including reports for funders and stakeholders
- Ensure effective communication and information-sharing across the organisation to support continuity and consistency of service delivery
- Contribute to organisational learning through sharing casework insights and emerging trends

8. General responsibilities

- Manage own workload effectively and work in a self-directed and organised manner
- Maintain and develop external networks that support the organisation's aims and strategic priorities
- Contribute to other wider organisational activities and service development work as required
- Carry out any other duties reasonably requested by the Director or senior management team

What We Offer

- A supportive and inclusive workplace, rooted in disability justice values
- Opportunities to develop experience across multiple legal areas and work on diverse projects
- Flexible working hours
- 25 days annual leave pro rata (plus public holidays)
- Employer pension contribution

- Employment Assistance Programme

Working at DLS offers a unique opportunity to join a passionate and dedicated organisation committed to creating a more equitable and inclusive society for Deaf and Disabled people. As part of the DLS team, you'll have the chance to deepen your understanding of the daily challenges faced by Deaf and Disabled people, and the complexities of navigating the legal system, and help more Deaf and Disabled people access justice.

How to Apply and Key Dates

- Application deadline: 5th July 2026
- Shortlisting: Week commencing 6th July 2026
- Interviews: Week commencing 13th July 2026
- Final decision: 20th July 2026
- Expected start date: August/September 2026

We welcome applications from everyone. We are particularly keen to support a Deaf or Disabled person to join and develop within our organisation. We are a flexible employer and committed to creating an inclusive environment in which everyone can thrive.

To apply, please submit your CV and supporting statement (up to 2 pages) outlining your experience and why you are a great fit for this role.

Please ensure you have read the job description and person specification carefully and clearly demonstrate in your supporting statement how you meet the requirements.

If you are interested in applying and would like to request any reasonable adjustments to the process, please let us know — we are happy to support you.

Please apply directly through CharityJob.

If you require any reasonable adjustments to apply, please contact jobs@dls.org.uk

We look forward to welcoming you to our team.

Equality, Diversity and Inclusion

DLS operates an equal opportunity policy and commit to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Given that DLS is a Deaf and Disabled People's Organisation, we are particularly keen to receive applications from candidates with lived experience of disability or of Deafness.