

**Job Description**

**Job Title: Legal Officer (Employment Law)[[1]](#endnote-2)**

*Please note Legal Officer/Senior Legal Officer posts are linked at Rights of Women, indicating the possibility of promotion from Legal Officer to Senior Legal Officer.*

**Salary:** £39,298.62 per annum plus 3% employer pension contribution

**Hours:** 35 hours (5 days)Monday – Friday inclusive. Applications for part-time 28 hours (4 days) a week will also be considered.

**Pension:** 3% employer contribution

 5% employee contribution

**Holiday entitlement:** Full-time entitlement is 28 days annual leave plus public holidays per annum. This includes three designated days to be taken between the December and January bank holidays when the organisation is closed.

**Office Address**: Rights of Women, 52-54 Featherstone Street, London

EC1Y 8RT

**Location:**  Flexible - home-based or hybrid (office and home-based) working available. Occasional travel requirement across England and Wales for meetings or delivery of training. The postholder will be required to attend the office[[2]](#endnote-3) occasionally to attend work meetings.

**Line manager:** Senior Legal Officer (Employment Law)

**Duration:** Permanent

**Summary**

The Legal Officer (Employment law) is responsible for the delivery of Rights of Women’s core services including providing legal advice on our telephone advice lines, delivering training and writing publications. They also contribute to Rights of Women’s policy and influencing work, specifically related to our 'Sexual Harassment at Work’ advice line and employment law and the management of the legal volunteers to the advice line.

**Key tasks and responsibilities**

Provide quality legal advice to women over the telephone and/or via casework

Training, recruitment and onboarding of legal volunteers

Keep abreast of developments and changes in the law

Research and write legal materials for and on behalf of Rights of Women

Contribute to and write policy submissions on behalf of Rights of Women

Prepare and deliver training courses, seminars and conferences

Respond to requests from the media

Represent Rights of Women at meetings, seminars and conferences

Assist with the administration of advice services and recruitment and supervision of volunteer legal advisers

Assist in research projects and reports on a range of legal and policy issues affecting women

**General**

Work within the budgetary constraints set in accordance with Rights of Women’s financial regulations

Attend staff, strategy and other Rights of Women meetings

Attend supervision sessions with line manager

Attend reflective practice sessions

Adhere to and work within Rights of Women’s policies and procedures

Undertake such other reasonable tasks as requested by the Director

1. This post is open to women only. Occupational Requirement (Equality Act 2010, Schedule 9 Part I) applies [↑](#endnote-ref-2)
2. The office is located in a women-only building where service users from a number of organisations attend on a daily basis. [↑](#endnote-ref-3)