



We have an exciting opportunity to join our team as a [Support Worker](#) to the Trainee Legal Advice Worker

As a Support Worker you will provide admin and physical support to our disabled staff member, so they can continue to do their job of supporting local residents

About ADKC

ADKC is an organisation run and controlled by disabled people. We support disabled people to live independently and campaign for an inclusive society which does not discriminate against disabled people. We believe that disabled people should have the same opportunities and quality of life that non-disabled people take for granted.

Working at ADKC

- Salary: £12.08 per hour
- Working hours: 10 ½ hours per week (1½ days per week)
- Fixed term contract until 31st March 2025 (with possible further opportunities)
- 7½ days annual leave

Support Worker Role

Job Summary

To support the Trainee Legal Advice Worker in their role. The Trainee Advice Worker's role is to provide a quality, Specialist Disability Legal Advice Service throughout the Borough to disabled people, as part of the Legal Advice Team. This role is mainly office-based, but some support may be required in the Trainee Legal Advice Worker's home on the occasions they work remotely.

Main Duties for the Support Worker

- Reading paperwork brought in by clients
- Reading all paperwork as asked to by the Trainee Legal Advice Worker
- Filling in forms and any paperwork as directed
- Reading any notices and leaflets in the ADKC Centre which may be needed
- Helping the Trainee Legal Advice Worker to find items or paperwork in the office
- Reading information from the computer screen as needed
- Assisting with checking the calendar each day and reminding about any important appointments
- Preparing and printing large print documents for training sessions and meetings
- Assisting with keeping track of meeting notes and following along with presentations
- Helping to look up information on the computer during meetings
- General support during meetings and in the office
- Support with filing and keeping paperwork organised
- Support to attend home visits on occasion, including support with doors and carrying paperwork
- Note taking during meetings and training
- Printing, photocopying and scanning in the office
- Any other duties as required by the Trainee Legal Advice Worker

How to apply

To apply, please write an essay answering the following question and email it to us using the email address below:

Please write an essay telling us why you are interested in this role and what experience you have which makes you a good fit for this job and the organisation.

For further information please contact us using the following details:

Phone: 0208 960 8888

Email: legaladvice@adkc.org.uk

Closing date for applications: 5pm on Friday 4th October 2024