



Part time Discrimination Casework Assistant

18.5 hrs per week (3 mornings or afternoons plus one evening a week to be agreed)

Salary NJC Spinal Point 13 £15,941 (pro rata)

Permanent (with initial 6 months probation)

We are looking for a motivated and enthusiastic person to join our small team, to work closely with our Caseworker as part of our discrimination casework service. The successful candidate will provide administrative support to the service, as well as staffing a dedicated casework helpline, which will give basic information to potential new clients.

The successful candidate will be an experienced administrator, used to working under pressure, preferably with experience of working in a legal environment.

Interested? Please contact us on **01244 400730** for a job information pack and application form.

Please note **CVs will not be accepted.**

Alternatively e-mail: office@chawrec.org.uk or go on our website to download www.chawrec.org.uk

Closing date: 12 noon Friday 22nd May 2015.