# About the role

* **Job Title:** Team Leader – Lay Representation Service
* **Location:** Hamilton
* **Hours per week:** 28 hours per week
* **Type of contract:** Permanent, subject to funding
* **Salary:** £25,000 - £28,000 per annum (FT £35,000 - £35,000) (commensurate with experience)
* **Closing Date:** Friday 9th May 2025
* **Interviews:**  Week commencing 19th May 2025

**About the job**

Hamilton Citizens Advice Bureau is an independent and innovative advice organisation providing holistic advice and support to local people.

The Lay Representation Service improves access to justice through the delivery of a high-quality free advice and representation service for people seeking assistance with mortgage repossession, rent arrears and sequestration within Hamilton and Lanark Sheriff Courts.

You will have experience of managing a busy public facing multi-channel advice service with quality and care for our citizens at its heart. You will be an experienced lay representative within a civil court environment, an excellent communicator, and team player, confident decision-maker with the ability to adapt and respond to challenging situations. As a member of our Management Team, you will lead on Housing advice and training. Our staff are our strongest asset so their wellbeing matters. You will ensure that your team are supported and nurtured.

**Note**: The funding module of this project enables us to assist clients without the need to complete Legal Aid applications.

**Note**: This role may be of interest to Law graduates keen to develop their advocacy experience, or to newly qualified or more experienced Solicitors seeking non-practicing court-based work.

**What We Offer**

* **A values-driven workplace** – Join a team dedicated to fairness, inclusivity, and making a real difference.
* **Work-life balance** – Flexible working options available.
* **Generous leave entitlement** – 28 days per year + 10 Public Holidays
* **Pension contributions** – Employer contribution of 3 %.
* **Personal growth** – Opportunities for professional development and career progression.

**How to apply**

All applications must be received by midnight on Friday 9th May 2025.

Please note that this post is subject to the disclosure of criminal history information.

Further information may be obtained by emailing:

[morag.mcdonald@hamiltoncab.casonline.org.uk](mailto:morag.mcdonald@hamiltoncab.casonline.org.uk)

**Equality & diversity monitoring**

To help Hamilton Citizens Advice Bureau monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form separate from your other application documents by emailing it to: [morag.mcdonald@hamiltoncab.casonline.org.uk](mailto:morag.mcdonald@hamiltoncab.casonline.org.uk)

**About the employer**

Hamilton CAB is committed to equal opportunities both in service provision and employment.

Charity number: SCO 07443

Charity name: Hamilton Citizens Advice Bureau