1. **Next Welfare Rights Advisors forum**

21st April, 2pm, Stepney Life Centre – 115 Harford Street, E1 4FG

Agenda items:

* + CPAG presentation Genuine Prospect of Work test and Retained Worker Status - Martin Williams
	+ Welfare reform changes See attached power point from London Advice Conference
	+ (please let me know if you want anything else added to agenda)
1. Attach mandatory reconsideration request – word version (you don’t HAVE to use this, phone call or other written request should be accepted)
2. New welfare rights handbook is now available to order: <http://www.shop.cpag.org.uk/welfare-benefits-and-tax-credits-handbook-2015-16>
3. **Referrals Tower Hamlets Specialist Welfare Rights Cases Capacity**

**Legal Advice Centre**: Only take referrals for appeals when got the appeal bundle, not Mandatory Reconsideration.  Otherwise can be  ‘signposted’  (ie send client to drop in advice session) for assistance. Referrals can be emailed to admin@legaladvicecentre.org they will email back to confirm that clients have been booked – full guidance available on [www.thcan.org.uk/advice-agencies-information/](http://www.thcan.org.uk/advice-agencies-information/)

**Law Centre**: Chris Parsons very limited capacity but to email or phone him, has no particular criteria c.parsons@thlc.org.uk

**Island Advice**: Reduced capacity and only Tower Hamlets clients Email  fatima.begum@island-advice.org.uk OR alona.jezerskhia@island-advice.org.uk Phone direct line 020 7538 0094

**CAB** advisor Eukay can take on and prefers to be contacted by email eukandu@eastendcab.org.uk . Also their full drop in services sessions are available on:  [www.thcan.org.uk/advice-agencies-information/](http://www.thcan.org.uk/advice-agencies-information/)

1. **Training**

The course is VERY basic so would not recommend it to any experienced benefit advisors  - email me if you want to attend

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| ESA entitlement and appeals processBasic | * Introduction and eligibility for

understanding points test* Mandatory reviews/appeals process
 | Residents' Resource Centre Raynham House, Massingham Street, E1  | Thursday 17th Mar2-4pmJo Ellis |

1. **Jobs**

**Law Centre -  Reception/Admin Worker,** 21 hours/week, Fixed term – 6 months (subject to review), Salary £12,217 pro rata of £22,065

Tower Hamlets Law Centre is a specialist legal advice agency based in Limehouse. In addition to our drop in and telephone advice services we also deliver three pro bono evening sessions and support clients at the Housing Possession Duty Scheme.  The focus of our casework is Welfare Benefits, Housing and Immigration.

We are looking for an enthusiastic, well-organised and diligent administrative worker.  Some of the  main duties include :

* To be primarily responsible for providing the Law Centre’s reception service
* To assist personal and telephone callers with their enquiries by identifying their problems and arranging an appointment or referral
* To record messages and appointments accurately and refer messages and enquiries promptly to the appropriate member of staff
* To keep and collate records for monitoring purposes
* To work as a member of the admin team supporting the Law Centre caseworkers, including opening/closing files; dealing with documents for posting; imputing data on the case management system.

The applicant must be available at least 21 hours a week during office hours and able to attend evening meetings when required. Good administrative experience and computer skills are essential.  Please contact b.campbell@thlc.co.uk for an application pack. Deadline for applications is 12noon Friday 11th March 2016, with interviews to be held shortly thereafter.