



## Job Description and Person Specification

<b>Post Title:</b>	Strategic Caseworker.
<b>Contract Type:</b>	Fixed Term until March 2028 with a view to extend subject to funding.
<b>Hours:</b>	Full Time (35 hours per week) Job-sharing will be considered.
<b>Salary:</b>	£32,480 - £37,480 pro rata (depending on qualifications and experience).
<b>Location:</b>	Southall (up to 2 days WFH).
<b>Responsible to:</b>	Communications, Policy & Strategic Litigation Manager

### Job Purpose:

Southall Black Sisters (SBS) is seeking a Strategic Caseworker to help turn the lived realities of Black, minoritised, and migrant women into systemic change.

Rather than providing direct advocacy, this role focuses on working closely with the Communications, Policy & Strategic Litigation Manager and the Advocacy Team to identify patterns of injustice from SBS's casework, develop evidence-based challenges, and support legal, policy, and campaigning interventions. In some cases, this work may lead to strategic litigation aimed at challenging systemic failings and discriminatory policies.

The postholder will play a key role in tackling institutional racism, discriminatory immigration policies, and systemic failures in the protection of women facing violence and abuse.

### Duties and Responsibilities:

#### 1. Evidence Gathering & Analysis

- Work with the Advocacy Team to review casework records, client experiences, and SBS service data to identify recurring or systemic barriers to justice and protection.
- Extract, analyse, and present evidence in formats suitable for legal, policy, or campaigning purposes.
- Maintain up-to-date knowledge of relevant legislation, policy, and research affecting SBS service users.

#### 2. Strategic Litigation Support

- Collaborate with the Advocacy Team and legal partners to assess cases with potential for strategic litigation.
- Support the preparation of case summaries, witness statements, and evidence bundles for potential public law or human rights challenges.
- Track legal developments and identify opportunities for test cases that could advance the rights of Black, minoritised, and migrant women.

### **3. Policy & Campaigns**

- Work with the Communications, Policy & Strategic Litigation Manager to translate evidence from casework into policy briefings, consultation responses, and parliamentary submissions.
- Contribute to SBS campaigns targeting institutional racism, VAWG, immigration injustice, and NRPF policy reform.
- Assist in building and maintaining alliances with external networks, coalitions, and policymakers.

### **4. Collaboration & Representation**

- Act as a bridge between the Advocacy Team and SBS's communications and policy functions to ensure evidence is used effectively for systemic change.
- Attend external meetings, roundtables, and events to share SBS's evidence and recommendations.
- Represent SBS at relevant forums, ensuring the experiences of Black, minoritised, and migrant women are central to all discussions.

### **5. General Responsibilities**

- Adhere to SBS's policies and procedures, upholding its core values — including anti-racism, secularism, intersectional feminism, and a commitment to human rights and social justice — with full respect for the rights, dignity, and agency of Black, minoritised, and migrant women and girls, and ensuring the integration of an equalities and human rights agenda in all areas of work.
- Maintain clear and adequate records of work and produce reports on programmes and activities as required.
- Take ownership of an agreed work plan; set objectives with the line manager and regularly review progress.
- Keep up to date with relevant legislation, policy, research, and good practice.
- Participate in supervision, training, and meetings; contribute to service development in line with agreed plans.
- Undertake necessary administrative tasks (e.g., file management, word processing) to support effective delivery.
- Assist, as needed, with the organisation of SBS conferences and events.
- Attend and contribute to team/staff meetings, supervision/appraisal, and other meetings as appropriate.
- Undertake any additional duties appropriate to the post to support the smooth running of SBS's centre, services, projects, and campaigns.

## **Person Specification**

**Your application should give clear examples of experience, knowledge, skills, and abilities gained through paid and/or unpaid work (e.g., volunteering or campaigning).**

**Key:**

**E = Essential (must-have criteria)**

**D = Desirable (criteria that will strengthen your application)**

\* = Criterion used for shortlisting

<b>Qualifications and Experience</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed via</b>
Degree or equivalent qualification in law, social policy, human rights, or related field, or significant equivalent experience.	E*	Application
Experience gathering and analysing evidence from casework or research to support legal challenges, campaigns, or policy reform.	E*	Application & Interview
Experience working collaboratively with legal professionals, advocacy teams, and policy or campaign staff.	E*	Application & Interview
Experience contributing to public law, human rights, or strategic litigation cases.	D	Application & Interview
Experience producing policy briefings, consultation responses, or parliamentary submissions.	E*	Application & Interview
Experience working on issues affecting victim-survivors of VAWG, particularly those with insecure immigration status or NRPF.	E*	Application & Interview
Experience representing an organisation in external forums, networks, or coalitions.	D	Interview
<b>Knowledge</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Strong understanding of the intersection between Violence Against Women & Girls (VAWG), immigration/NRPF issues, trafficking, and institutional racism.	E*	Application & Interview
Knowledge of UK legal and policy frameworks relevant to SBS's work (e.g., immigration law, Domestic Abuse Act, Istanbul Convention).	D	Application & Interview
Awareness of barriers faced by Black, minoritised, and migrant women in accessing justice and protection.	E*	Application & Interview
Understanding of how evidence from casework can be used in strategic litigation and policy advocacy.	E*	Application & Interview
Understanding of how evidence from casework can be used in strategic litigation and policy advocacy.	D	Application & Interview
<b>Skills</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed via</b>
Excellent written and verbal communication skills, including the ability to produce concise and compelling evidence-based documents.	E*	Application & Interview
Strong research and analytical skills, with the ability to identify systemic patterns from individual cases.	E*	Application & Interview
Ability to work collaboratively across teams and with external stakeholders.	E*	Application & Interview

Competence in using IT tools for research, data analysis, and case management.	E*	Application
Ability to present complex information in accessible formats for varied audiences, including survivors, legal professionals, and policymakers.	E*	Application & Interview
Experience contributing to or supporting public campaigns.	D	Interview
<b>Other</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed via</b>
Demonstrable commitment to social justice, anti-racism, and challenging discrimination in legal, immigration, and criminal justice systems.	E*	Application & Interview
Commitment to feminist, anti-oppressive practice and working in an anti-racist organisation.	E*	Application & Interview
Willingness to adapt to changing legal and policy environments.	E*	Application
Commitment to reflective practice and continuous professional development.	E*	Application
Ability to contribute strategically to SBS's wider legal, policy, and campaigning aims.	E*	Application & Interview

***It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the post holder may have over time.***

This vacancy is open to Black and minoritised women only, in accordance with the Equality Act 2010, Schedule 9, Part 1, due to the nature of the role and the work of the organisation.

We reserve the right to close this advert early if we receive a high volume of strong applications, so we encourage early submissions.