**Hamilton Citizens Advice Service**

**Lay Representative – In-Court Advice Service**

**Hours:** 35hrs per week

**Salary:** £25,000-£28,000 (depending on experience)

**Location:** Hamilton

**Reporting to:** Team Leader – In-Court Advice Service

**Type of contract:** permanent, subject to funding

**This job is readvertised & any previous applicants need not apply**

We’re looking for a committed and capable **Caseworker** to join our respected **Lay Representation Service** atHamilton CAB — a vital, high-impact team working at the heart of social justice in our community.

This opportunity has arisen due to an internal promotion, as our current caseworker steps into the Team Leader role — a testament to the development opportunities within our service.

**About the Role**

You will join a small, dedicated team providing advice and representation at Hamilton and Lanark Sheriff Courts to people affected by housing and connected debt issues, including those facing eviction.

For over 15 years, our Lay Representation Service has delivered high-quality, person-centred support in line with Scottish National Standards. We work collaboratively with a range of local partners and are committed to helping people protect their homes and financial stability.

**About You**

You will be an experienced housing and/or debt adviser, with a strong understanding of the issues affecting people in crisis. You’ll have experience working to SNS organisational and personal standards, and a person-centred approach to advice and support.

You will be:

* A skilled listener with empathy and a holistic outlook
* A confident communicator and persuasive negotiator
* Capable of representing clients in court, tribunals, or in negotiations with landlords

Experience in formal lay representation is highly desirable — but if you're an experienced caseworker looking to build these skills, we would love to hear from you.

This role may also appeal to **recent law graduates** who are passionate about access to justice and want to gain hands-on experience in court representation, housing law, and debt advice. Full induction, training, and support will be provided.

**Why work with us?**

At Hamilton CAB, we recognise that our people – both staff and volunteers – are our greatest asset. We actively support wellbeing, professional development, and work-life balance. This is more than just a job – it’s a chance to be part of something meaningful and to help shape the future of advice services in our community.

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 (FT) + Public Holidays
* **Pension contributions** – Employer contribution of 3%.
* **Personal growth** – Opportunities for professional development and career progression.

**Interested?**

**Closing Date:** midnight Tuesday 30th of September 2025

**Interviews:** week commencing the 6th of October 2025

**For further Information or an informal chat please contact:** [**morag.mcdonald@hamiltoncab.casonline.org.uk**](mailto:morag.mcdonald@hamiltoncab.casonline.org.uk)

**Join us and help make sure no one faces their problems alone.**