



## Job Pack Head of Strategic Litigation

Thank you for your interest in this role. In this pack please find:

- Information about CPAG and about the role
- Terms and Conditions of Employment
- Job description
- Person specification
- Application form

To apply, please return the application form, taking particular care to provide full details of how you meet the person specification.

Please send your application to [recruitment@cpag.org.uk](mailto:recruitment@cpag.org.uk)

**Application closing date:** midnight 10 June 2026

**Interviews will be held on:** rolling basis at CPAG's London office

*If you would like to have an informal conversation about the position before submitting the application, please contact [recruitment@cpag.org.uk](mailto:recruitment@cpag.org.uk) and we will arrange this for you.*

The interview process will involve a written test to be carried out on the interview day at CPAG's office.

If you require further information or need us to make any special arrangements to enable you to participate in the selection process, please contact [recruitment@cpag.org.uk](mailto:recruitment@cpag.org.uk).

### RECRUITMENT MONITORING

In the interests of monitoring our recruitment procedures we would be grateful if you complete our recruitment monitoring form [here](#).

The form should take no longer than 5 minutes to complete and will not form part of the selection process.



## General Information Head of Strategic Litigation

### **About CPAG**

Child Poverty Action Group works on behalf of the more than one in four children in the UK growing up in poverty. It doesn't have to be like this. We use our understanding of what causes poverty and the impact it has on children's lives to campaign for policies that will prevent and solve poverty – for good. We provide training, advice and information to make sure hard-up families get the financial support they need. We also carry out high profile legal work to establish and protect families' rights.

### **Our vision**

Our vision is of a society free of child poverty, where all children can enjoy a childhood free of financial hardship and have a fair chance in life to reach their full potential.

### **Our mission**

Our mission is to promote action to prevent and end poverty among children and families with children in the UK.

### **Our beliefs**

CPAG policy positions have stood the test of time for six decades. We hold that child poverty is relative to the society families live in and is characterised by a lack of resources. It is neither necessary nor inevitable and is responsive to policy action. Policy solutions should focus on adequate incomes, prioritise prevention rather than relief, and means-testing should be avoided wherever possible. When governments adopt our solutions, child poverty falls.

### **Our values**

- Ambitious – child poverty isn't inevitable, and we won't stop until no child grows up in financial hardship.
- Voice – our work is informed by the voices of children and families
- Evidence based – we advocate solutions to child poverty based on the evidence
- Leadership – we are the leading advocates for children and families in poverty in the UK
- Independent – we are not afraid to speak out

### **Our theory of change**

- By promoting our values, we advance the public and political will for a society free of child poverty
- By developing evidence-based solutions, we encourage policymakers and practitioners to act to prevent and end child poverty
- By campaigning, we work towards social and political change that will keep families from poverty
- By developing and sharing our social security expertise, we help maximise families' resources and inform our evidence for change.

### **What We Do**

#### **Policy and campaigning**

We seek to achieve positive outcomes through our high-profile campaigning work – using evidence to influence government and media. We publish research and information on the causes and effects of child poverty (including briefing materials on our website - [cpag.org.uk](http://cpag.org.uk)) and seek radical and practical

solutions. Our journal *Poverty*, published three times a year, carries articles and features to inform and stimulate debate on poverty, its causes and consequences, and the action required to tackle it.

### **Rights and Advice**

We provide expert advice, training and information to welfare rights advisers, lawyers and others on all aspects of the social security and tax credit systems. Our staff in London and Glasgow respond to around 7,300 queries a year from advisers. Our bi-monthly *Welfare Rights Bulletin* keeps them up-to-date on new legislation and developments. During the year we reached 12,300 beneficiaries through our training, conferences and seminars. Through carefully selected test cases, we challenge unjust legislation, unfair or discriminatory decisions.

### **Publishing and Resources**

CPAG publishes the major handbooks used by thousands of advisers, community workers, lawyers and members of the public. The *Welfare Benefits Handbook* gives full coverage of all aspects of social security and tax credits. We publish handbooks and resources on housing benefit, child support, fuel rights, debt advice, benefits for migrants, council tax, student support and personal finance. AskCPAG is our platform for advisers to access up-to-date information and tools to navigate the complexities of the social security system. For more information, visit [cpag.org.uk/welfare-rights](http://cpag.org.uk/welfare-rights)

There are currently two offices from which this work is undertaken, the main office being in London and CPAG in Scotland, located in Glasgow. There is a recognised union to which most permanent staff belong.

### **Background to the Post**

This is an exciting opportunity to lead CPAG's strategic legal work. As Head of Strategic Litigation, you will oversee and carry out CPAG's work of using legal cases for positive impact, to benefit families and children in poverty. You will be responsible for setting the strategic direction of CPAG's legal work, in addition to managing CPAG's legal practice, including our legal aid (public law) contract, and playing an active role in conducting high-profile litigation on a day-to-day basis.

CPAG's legal team currently consists of the Head of Strategic Litigation and a newly qualified solicitor. Some legal casework is also undertaken by highly experienced welfare rights advisers who sit in CPAG's welfare rights team. Such work predominately consists of statutory appeals in the Upper Tribunal and you will be responsible for overseeing such work and for conduct of the case should it go up to the Court of Appeal or higher.

We are looking for someone who is strategically minded and passionate about using the law to advocate for the rights of and directly improve the lives of families in poverty. You will be a solicitor (E&W qualified) with substantial post-qualification experience. You will have experience of conducting public law litigation and legal aid (publicly funded) work. You will be able to supervise the casework of colleagues and support the professional development and wellbeing of your team. You may have experience of working with clients in vulnerable situations or with additional needs, for example, survivors of domestic abuse, refugees, disabled people or children and young people.

Knowledge of and experience in the social security field is an advantage but is not a requisite of the post. You will be fully supported in understanding the complexities of social security legislation by experienced welfare rights colleagues.

Given the responsibilities of the post and that you will be the most senior lawyer in the organisation, we are happy to discuss mechanisms for providing additional support to the post-holder, including use of external costs support and external legal supervision.



## Terms and Conditions of Employment Head of Strategic Litigation

<b>Job title</b>	Head of Strategic Litigation
<b>Contract:</b>	Permanent
<b>Location:</b>	You will be based in the London office, but you will be able to agree a pattern of regular remote working with your line manager.
<b>Salary:</b>	Band E 95-105% (£51,458 - £56,875) plus 5.64% of salary pension employer contribution.
<b>Hours:</b>	35 per week. CPAG operates a 'core hours' and flexi/TOIL (Time Off In Lieu) policy. Flexible working arrangements will be considered (e.g. part time, compressed hours).
<b>Annual leave:</b>	30 days a year annual leave (plus additional 4 days during the Christmas/New Year period).
<b>Other benefits:</b>	Interest free travel loan, automatic enrolment into CPAG's nominated Group Personal Pension Scheme, income protection insurance and 'death in service' provision, and a range of leave entitlements for family and other reasons and other wellbeing benefits (details are on the attached sheet).

There is a six-month probation period for this post.

### CPAG's Commitment to Equal Opportunities

Everyone has the right to be treated with fairness, dignity and respect and to live free from discrimination. We recognise there is an organisational responsibility to tackle inequality and encourage diversity in respect of both the work we undertake and the people we employ and also that every employee of the organisation has personal responsibility to abide by and promote the policy.

CPAG recognises that discrimination can occur and will promote anti-discriminatory practices for people who may be discriminated against on grounds of race, colour, nationality, ethnic origin, religion, belief, gender, class, HIV & AIDS, age, disability, marital status, pregnancy, people who are gay, lesbian or transgender, people who have dependents or people who are using mental health services.

We are proud to be an organisation that is not afraid to point out injustice and inequality and have policies in place that recognise the importance of equality and diversity. However, we know as an organisation that there is always room for improvement. We acknowledge the problem with racial diversity within the charity sector and we are committed to taking action to change this. In trying to achieve social change, greater fairness and equality, we must also hold ourselves to account. We want to build a diverse group of talented people working towards our shared vision.

To this end we have set up an Equality, Diversity and Inclusion (EDI) group to advise on and help lead this work. Championed by our Board and leadership, we aim for EDI to be embedded throughout our organisation and strategy. We are committed to making change where it is needed and look forward to being part of a sector that prioritises diversity and equality.

We are prepared to invest resource, to where possible recruit for potential rather than seek perfection and recognise the need for a better understanding of racial and other biases in order to reflect the communities we work in. We continue to value the insights brought to the organisation through lived experience. CPAG needs to be a safe place to work, to challenge and feel safe to have uncomfortable conversations.

## **Additional Information on Terms and Conditions of Employment**

### **Leave entitlements**

- 30 days annual leave
- 4 additional days paid leave during the office Christmas closure
- 9 bank holidays
- 26 weeks paid maternity leave and 13 weeks of maternity leave at the current rate of SMP
- Shared Parental Leave
- 6 weeks paid leave for staff whose partner has or adopts a baby
- 6 weeks paid paternity leave including a maximum of 2 weeks statutory paternity pay
- 13 weeks unpaid parental leave for parents or guardians of children up to age 16 (18 weeks for parents or guardians of disabled children)
- 10 days paid leave for staff members who have to care for a dependent
- 5 days paid leave for urgent domestic reasons
- 5 days paid leave for staff who carry out public duties
- 10 days paid study leave subject to agreement by CPAG
- An unpaid career break of up to 6 months available to staff after 2 years' service
- Time off in lieu, flexible working options and flexitime to allow staff to work flexibly

Arrangements apply pro rata to part-time staff and basic annual leave dependant on start date and hours and runs from April to March.

### **Other benefits**

- Access to Employee Assistance Programme and BUPA Healthy Minds counselling
- Occupational Health Service
- Group Personal Health Insurance
- Flu jab vouchers
- Eye sight tests and vouchers
- Season ticket loan
- Cycle to Work scheme
- Monthly staff socials and regular staff away days and Christmas lunch



## Job Description Head of Strategic Litigation

**Job Title:** Head of Strategic Litigation

**Reports To:** Director of Policy, Rights & Advocacy

**Team:** Policy, Rights & Advocacy

**Salary band:** E

**Job Purpose:**

- You will lead and deliver CPAG's high-profile litigation strategy in support of CPAG's strategic objectives.
- You will manage CPAG's legal aid practice and provide supervision to the strategic litigation team.
- You will conduct public law and related litigation on behalf of external clients and CPAG.
- You will support colleagues by giving specialist legal advice to welfare rights workers and other colleagues as required.

**Tasks and Responsibilities:**

*Legal strategy:*

1. You will develop and lead CPAG's strategic litigation work, in line with the organisation's strategic objectives.
2. You will use litigation to challenge central government and other public bodies on social security and other issues affecting children in poverty, by bringing test cases and other impactful legal work.

*Legal work and supervision:*

3. You will act as Public Law Supervisor and an authorised litigator on CPAG's Public Law legal aid contract including conducting regular file reviews.
4. You will conduct litigation in relevant tribunals and courts, which may include the First-tier Tribunal, Upper Tribunal (AAC), Administrative Court, Court of Appeal, Supreme Court and the European Court of Human Rights. This will often involve acting as solicitor on behalf of individual social security claimants (usually funded by legal aid), with

support from external counsel, and may occasionally involve interventions or legal action brought by CPAG as an organisation.

5. You will provide day-to-day supervision of any legal caseworkers.
6. You may provide specialist legal input to advisers on complex welfare rights issues by telephone and in writing, including to CPAG's welfare rights workers, freelancers and volunteers.
7. You will maintain accurate time recording and case records using Advice Pro Legal.
8. You will maintain your own continuous professional development and keep up to date with all relevant legislation, case law and practice.
9. You may occasionally support with the preparation and delivery of expert training for advisers and contribute to the writing and checking of CPAG's welfare rights publications.
10. You will ensure up-to-date information on our test cases is available on CPAG's website.

*Legal practice management:*

11. You will act as Contract Liaison Manager for CPAG's contract(s) with the Legal Aid Agency (LAA), ensuring contract requirements are met and managing LAA annual reviews, with support from CPAG's Administrator.
12. You will ensure CPAG's legal services comply with Specialist Quality Mark requirements (including managing 3-yearly SQM audits (next due January 2027)).
13. You will forecast and monitor test case income and expenditure budgets and negotiate and purchase cost-effective services in relation to CPAG's legal work, including securing pro bono legal support.
14. You will ensure that income is maximised for legal work by identifying possible sources of funding, applying for legal aid and recovering *inter partes* litigation costs.
15. You will oversee legal aid billing processes for controlled work (legal help cases) and licenced work (certificated cases), with support from the CPAG Administrator.
16. You will ensure compliance with all regulatory requirements including under the Code of Conduct for Solicitors (Code for Individuals) and SRA Standards and Regulations guidance for the not for profit sector and support team members to do the same.
17. You will act as SRA Training Principal for any trainee solicitors and be responsible for their supervision.
18. You will line manage the other members of the Strategic Litigation team (expected on appointment to be one junior/NQ solicitor with scope to apply for funding to recruit a trainee solicitor in the future).

*Supporting CPAG's wider work:*

19. You will contribute to the social policy and campaigning work of CPAG, such as consultation responses, particularly on matters arising from legal and advice work and on issues such as human rights, children's rights and access to justice policy work. You may be asked to provide specialist legal input into the development of legislation.
20. You will promote CPAG's legal work by attending external meetings and speak at public meetings, conferences and other events.
21. You may give media interviews and liaise with the media on issues related to your work, with support from CPAG's Press Officer.
22. You may be asked to provide specialist legal advice to the Chief Executive and other colleagues on organisational matters, or to facilitate access to such advice e.g., through pro-bono channels.
23. You will work with fundraising colleagues develop funding bids for legal work and provide input to reports for donors.
24. You will ensure compliance with all CPAG's policies and code of conduct, with specific attention to Diversity and Equality.
25. You may be required to take on any other reasonable tasks which contribute to achievement of the job purpose and the aims of CPAG.

## Person Specification – Head of Strategic Litigation

### Experience and qualifications

Essential	Desirable
Qualified solicitor authorised to conduct litigation in England & Wales	
Minimum of three years' post-qualification experience and able to meet the Legal Aid Agency's general supervision standard	Experience of legal aid supervision
Experience of conducting public law litigation, including judicial review, sufficient to meet the Legal Aid Agency's public law supervision requirements	Experience of acting for claimants in judicial review; experience of judicial review in areas of social welfare law, in particular social security

### Skills/Abilities/Knowledge

Essential	Desirable
Ability to undertake end-to-end legal casework and public law litigation, including development and analysis of legal arguments	Knowledge in an additional area of law, including social security/welfare benefits, discrimination or digital rights/data protection
Knowledge of legal aid eligibility conditions and procedures and ability to use CCMS and other Legal Aid Agency systems	Demonstrable ability to manage Very High Cost Cases and complex/multi-stage legal aid cases; knowledge of Exceptional Case Funding scheme
Ability to manage and lead a team to deliver organisational objectives	
Excellent written and oral communication skills, demonstrated by an ability to communicate effectively with a range of audiences including clients	Strong awareness of safeguarding of clients, understanding of trauma-informed working

(especially vulnerable or non-English speaking), defendant, counsel and court.	
Excellent matter management and client care skills	

**Personal Qualities**

<b>Essential</b>	<b>Desirable</b>
Commitment to CPAG's aims and objectives	
Commitment to CPAG's diversity and equality policy	