

PERSONNEL SPECIFICATION

TITLE OF POST: Employment Caseworker

Factor	Essential	Desirable	How identified
Qualifications/ Education/ Training	<ul style="list-style-type: none"> • legal training / core training in advice work 	<ul style="list-style-type: none"> • qualified solicitor • Chartered Fellow of Institute of Legal Executives 	<ul style="list-style-type: none"> • application form
Experience of	<ul style="list-style-type: none"> • substantial experience of employment case work including negotiations and advocacy 	<ul style="list-style-type: none"> • support and supervision of staff • working with volunteers • giving initial legal advice on a wide range of subjects • has or could achieve area of law supervisor status in employment • data collection and monitoring on complex projects • recent work experience of advising on issues relating to social welfare law • using legal aid system (legal help and legal representation) 	<ul style="list-style-type: none"> • application form / interview
Disposition and attitudes	<ul style="list-style-type: none"> • be prepared to operate according to project requirements • be prepared to be flexible about work areas • commitment to equal opportunities and 	<ul style="list-style-type: none"> • commitment to working with volunteers 	<ul style="list-style-type: none"> • application form / interview

	<ul style="list-style-type: none"> • anti-oppressive practice. • self-motivated • commitment to and understanding of Law Centre's aims • flexible in approach to work. • reliable • honest • able to maintain confidentiality 		<ul style="list-style-type: none"> • reference • reference • reference
Skills/ knowledge/ aptitudes	<ul style="list-style-type: none"> • ability to manage a varied and challenging employment casework, including discrimination • ability to work with and advise the public by phone, in person and in writing • ability to analyse problems and advise on a range of solutions in specialist areas of law • ability to present legal issues in a clear and easily understandable way • ability to organise and undertake own administration • ability to work as part of team • ability to organise a caseload • computer / ICT skills 	<ul style="list-style-type: none"> • understanding of issues affecting not for profit agencies 	<ul style="list-style-type: none"> • application form / interview / exercise
Special requirements	<ul style="list-style-type: none"> • prepared to work some unsocial hours • able to drive or organise own transport around the catchment area 		<ul style="list-style-type: none"> • application form