

## PERSONNEL SPECIFICATION

**TITLE OF POST: Employment Caseworker**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>• legal training / core training in advice work</li> </ul>	<ul style="list-style-type: none"> <li>• qualified solicitor</li> <li>• Chartered Fellow of Institute of Legal Executives</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> </ul>
<b>Experience of</b>	<ul style="list-style-type: none"> <li>• casework practice in social welfare law</li> </ul>	<ul style="list-style-type: none"> <li>• employment and/or discrimination casework, including negotiation on settlement and advocacy</li> <li>• support and supervision of staff</li> <li>• working with volunteers</li> <li>• giving initial legal advice on a wide range of subjects</li> <li>• data collection and monitoring</li> <li>• advising on issues relating to social welfare law recently</li> <li>• using legal aid system (legal help and legal representation)</li> </ul>	<ul style="list-style-type: none"> <li>• application form / interview</li> </ul>
<b>Disposition and attitudes</b>	<ul style="list-style-type: none"> <li>• be prepared to operate according to funding requirements</li> <li>• be prepared to be flexible about work areas</li> <li>• commitment to equal opportunities and anti-oppressive practice.</li> </ul>	<ul style="list-style-type: none"> <li>• commitment to working with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• application form / interview</li> </ul>

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