**PERSONNEL SPECIFICATION**



**TITLE OF POST: Employment Caseworker**

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| **Factor** | **Essential** | **Desirable** | **How identified** |
| **Qualifications/****Education/****Training** | * legal training / core training in advice work
 | * qualified solicitor
* Chartered Fellow of Institute of Legal Executives
 | * application form
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| **Experience of** | * employment and/or discrimination casework, including negotiation on settlement and advocacy
* using legal aid system (legal help and legal representation)
* data collection
 | * giving initial legal advice on a wide range of subjects
* advising on issues relating to social welfare law recently
* management within the voluntary sector including meeting funders’ requirements for management and monitoring of project work
 | * application form / interview
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| **Disposition and attitudes** | * be prepared to operate according to funding requirements
* be prepared to be flexible about work areas
* commitment to equal opportunities and anti-oppressive practice.
* self-motivated
* commitment to and understanding of the LawCentre's aims
* flexible in approach to work.
* Reliable and honest
* able to maintain confidentiality
 | * commitment to working with volunteers
 | * application form / interview
* reference
* reference
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| **Skills/****knowledge/****aptitudes** | * ability to organise and manage a varied and challenging employment casework,
* ability to work with and advise the public by phone, virtually, 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 a team
* computer / ICT skills
 | * understanding of issues affecting not for profit agencies
* understanding of legal issues in discrimination
 | * application form / interview / exercise
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| **Special requirements** | * prepared to work some unsocial hours
 | * able to drive or organise own transport around the catchment area
 | * application form
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