**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 |
| **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 |
| **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 |
| **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 |
| **Special requirements** | * prepared to work some unsocial hours | * able to drive or organise own transport around the catchment area | * application form |