

**PERSONNEL SPECIFICATION: Housing Caseworker (35 hours)**

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| **Requirements** | **Essential** | **Desirable** | **How demonstrated** |
| **Qualifications / Education / Training** | legal training / core training in advice work  Area of Law Supervisor status in housing | qualified solicitor | application form |
| **Knowledge required** | proven interest in housing law | Use of Microsoft 365 packages, including Sharepoint and OneDrive | application form |
| **Experience required** | substantial experience of housing casework | 3 years housing caseworker experience working under a legal aid contract  support and supervision of staff , including working with volunteers  experience of acting as a duty advisor under the Housing Possession Court Duty Scheme  recent experience of CCMS online legal aid  comprehensive experience of running a legal aid certificated case from start of the case through to the billing of the completed case  negotiation and court representation  using legal aid system (legal help and legal representation)  recent work experience of advising on issues relating to social welfare law | application form/ interview |
| **Skills and aptitudes – move above experience** | be prepared to work in Erewash 2 days a week  be prepared to operate under a Legal Aid contract  ability to manage a varied and challenging housing and/  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 a caseload and undertake their own administration | understanding of issues affecting not for profit agencies  be prepared to be flexible about work areas | application form/ interview/exercise/reference |
| **Personal qualities required** | willingness to work either co-operatively or independently.  motivation to join and share the ethos of Derbyshire Law Centre  commitment to equal opportunities and anti-oppressive practice |  | application form / interview |
| **Special requirements** | prepared to work some unsocial hours | able to drive or organise own transport to Erewash and around the catchment area | application form |