

LEGAL ADVICE CENTRE

PERSON SPECIFICATION

JOB TITLE: Volunteer Co-ordinator & Caseworker/Solicitor

SALARY: £37,000

The Person Specification is a picture of skills, knowledge and experience needed to carry out the job and will be used in the interview process. You should demonstrate on your application form how you meet these criteria. Although all criteria are 'essential' to the post, those marked 'E' may be prioritised in the shortlisting process.

		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form I= Interview
Knowledge			
1.1	Knowledge of relevant legislation, standards national policies and legal procedures that apply to the post.	E	A, I
1.2	Knowledge of local government law and administration and best value, and in particular, social welfare legislations.	E	A, I
1.3	Understanding of the principles of client care and experience of working in a Specialist Quality Mark accredited office.	E	A, I
1.4	Understanding of risk as it relates to legal matters within the remit of the post.	E	A, I
Qualifications & Experience			
2.1	Practising Solicitor/Caseworker	E	A, I

	with relevant experience in the post or similar.		
2.2	Experience in advice, interpreting legal issues, preparing written advice and conducting legal casework relevant to the post.	E	A, I
2.3	Experience of legal representation at welfare benefits tribunals.	E	A, I
2.4	Experience of supervising advisers and volunteers.		
2.4	Ability to work unsupervised on a varied and extensive caseload of routine matters and to work effectively under pressure prioritising tasks.	E	A, I
2.5	Ability to undertake advocacy at tribunals and courts relevant to the post, as appropriate to grade and experience.	E	A, I
	IT literate, able to understand and operate basic work packages including outlook.		
Other Essential Skills			
	Developing Networks Builds networks with key teams they work with, to ensure they achieve the best outcomes.	(E)	A, I
	Communicating clearly Checks understanding, they are understood by others and explains jargon where needed.	(E)	A, I
	Respecting Diversity & being inclusive Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.	(E)	A, I