

Person Specification

Job Title: Case Worker – Rights and Equality Sandwell (RES)

Candidates will be assessed for shortlist and interviewed against the following criteria.

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| **1** | **Qualifications** | **Essential** | **Desirable** |
| **1.1** | A First Degree and /or Level 6 Professional Qualification in a subject area relevant to Rights, Equality and Inclusion. | x |  |
| **1.2** | Grade C /Level 4/5 GCSE or equivalent in both English and Maths | x |  |
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|  **2** | **Experience** | **Essential** | **Desirable** |
| **2.1** | A proven track record of successfully dealing with case work | **x** |  |
| **2.2** | Completing casework to a high quality and standard complying with a Quality Mark eg The Community Legal service quality Mark |  | **x** |
| **2.3** | Attending multi agency cohesion meetings  | **x** |  |
| **2.4** | Developing and maintaining strong links with statutory and community and Voluntary Organisations. | **x** |  |
| **2.5** |  |  |  |

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|  **3**  | **Skills and Abilities** | **Essential**  | **Desirable** |
| **3.1** | Excellent Report writing skills | **x** |  |
| **3.2** | Ability to advise and assist clients with casework up to tribunal or county court level | x |  |
| **3.3** | To promote and publicise RES at relevant events |  |  |

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| **4** | **Special Requirements** | **Essential** | **Desirable** |
| **4.1** | Travel around Sandwell, the Black Country and wider West Midlands area |  **x** |  |
| **4.2** | To produce quarterly news letters |  **x** |  |
| **4.3** | Work flexibly to meet the needs of clients, communities and RES. |  |  |