**Derbyshire Unemployed Workers’ Centres**

**Job Description**

**Post: Welfare Rights Advisor**

Key Information

Salary: £28,371

Hours: 37 hours per week. Job share applications are welcome.

Contract Type: Fixed term for 12 months with the possibility of extension

Normal Place of Work: 1 Rose Hill East, Chesterfield, S40 1NU with an expectation of working across other DUWC outreach offices and client locations. This post is not suitable for home working.

Responsible to: DUWC Coordinator

Outline of Role

## The provision of welfare rights advice and representation at Derbyshire Unemployed Workers’ Centres offices and outreach centres covering Chesterfield, North East Derbyshire, Amber Valley, and Bolsover.

Main Duties and Responsibilities

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|  | Provide high quality, comprehensive welfare benefits advice including eligibility checks, better-off calculations, form-filling and advocacy work to clients in person, over the phone, and via email.  |
|  | Prepare for representation at appeals including gathering relevant evidence, conducting interviews and make submissions on behalf of clients to the Department of Work and Pensions.  |
|  | Provide representation at in-person and telephone tribunals.  |
|  | Liaise with statutory authorities, community organisations, medical professionals and other relevant bodies on behalf of clients.  |
|  | Attend external meetings and promote the work of DUWC.  |
|  | Actively promote the rights of clients to further the aims and objectives of DUWC. |
|  | Ensure that up to date and accurate administrative records are kept relating to advice and representation work.  |
|  | Provide statistical evaluation of work carried out and produce statistical reports when required for funding/reporting purposes.  |
|  | Provide regular case studies for use in DUWC’s work.  |
|  | Ensure that equal opportunities and DUWC’s aims and objectives play an integral part in the delivery of services.  |
|  | Provide cover for colleagues as appropriate by working flexibly across several locations.  |
|  | Any other duties that may be reasonably required.  |