**Derbyshire Unemployed Workers’ Centres**

**Person Specification**

**Post: Welfare Rights Advisor**

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

You must demonstrate in your application statement that you have all the essential requirements. We strongly advise you to go through each requirement, one by one, explaining on the application form how you are able to fulfil it.

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|  | **Criteria:** | **Essential/Desirable:** | **Evidenced By:** |
|  | Substantial experience providing advice and/or representation (paid or voluntary). | Essential | Application form. |
|  | A comprehensive understanding of the welfare benefits system. | Essential | Application form/assessment/Interview. |
|  | Excellent written and verbal communication. | Essential | Application form/interview. |
|  | Advice and counselling skills. | Essential | Application form/interview. |
|  | Comprehensive IT skills including experience of using Microsoft Office. | Essential | Application form. |
|  | Ability to empathise and relate to others. | Essential | Application form/interview. |
|  | Ability to work collaboratively as a team and support the work of others. | Essential | Application form/interview. |
|  | Analytical and problem-solving skills. | Essential | Application form/assessment/interview. |
|  | Ability to deal with sensitive and confidential information in line with data protection policies. | Essential | Application form/interview. |
|  | Ability to organize your own workload and maintain accurate administrative records. | Essential | Application form/interview. |
|  | Possess a non-judgmental approach to advice work. | Essential | Application form/interview. |
|  | Ability to integrate equal opportunities into all aspects of work.  | Essential | Application form/interview. |
|  | Full driving licence. | Desirable  | Application form. |
|  | Experience of working in former mining areas and communities. | Desirable | Application form/interview. |