



JOB DESCRIPTION

ADVOCACY CASEWORKER

Closing date: Thursday 31st July at noon.

Email recruitment@haddingtoncab.org.uk for an application pack.

Reporting to: Head of Youth, Justice and Employability

Role Purpose: The Advocacy Caseworker will provide advice and information (money advice and in court related) service to people in East Lothian.

Contractual Conditions: The post will necessitate travel throughout East Lothian. There will be a balance of home working and being office based. 35 hours per week.

Staff Managed: None

Salary Band: (£27,000-28,000)

Responsibilities:

- Provide support to the In Court Advisor at Court assisting unrepresented party litigants through preparing financial statements and other related advice and will be expected to provide cover for the In Court Advisor, for example during holidays/absence, where appropriate;
- Work closely with the In Court Advisor and CAB staff to increase individuals' awareness of the service through promotional material in court and relevant media;
- Maintain good relationships with court staff and accommodate any delivery changes as required by the Court Service;
- Promote and raise awareness of the impact of debt on households, increasing individuals' financial capability through working closely with the CAB and other agencies;
- Provide debt advice and representation, where appropriate, in court to reduce the numbers of individuals losing their homes;
- Monitor, collate and report to funders and partners both qualitative and quantitative outputs including feedback from clients and other relevant stakeholders;
- Attend membership of strategic groups to increase awareness of the service;
- Work closely with stakeholders to ensure that appropriate advice and representation is available and accessible;
- Increase individuals' financial capability by working closely with the CABx and other services;
- Ensure equality and diversity requirements are addressed through all aspects of project delivery;

- Maintain adviser competence through continuous knowledge and skills development; and
- Carry out any such other duties as may be reasonably requested by the CEO and/or required by the exigencies of the post.

PERSON SPECIFICATION

ADVOCACY CASEWORKER

Qualifications, Skills, Knowledge

Essential

- Experience in giving money and debt advice
- Knowledge of repossession and eviction procedures
- Experience of representing clients
- Understanding of the needs of vulnerable groups
- Knowledge of and ability to assimilate the legislative framework informing money and debt advice
- High standard of numeracy and ability to communicate orally and in writing
- Good listening skills
- Understanding of the relevance of statistical and client based information in relation to reporting outcomes
- Experience of collating and reporting information
- Ability to work flexibly either on own initiative or as part of a team
- Knowledge of and commitment to the Aims and Principles of the CAB Service

Desirable

- Educated to degree level
- Experienced in using IT systems, particularly debt software packages, data recording and electronic case recording
- Experience of submitting DAS Debt Payment Plans and Certificates of Sequestration
- Ability to drive/access to own car (insured for business purposes)

