

**Person Specification**

**Job Title**: Welfare Rights Officer **Based at:** Belfast

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| **Selection Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| 1. **Qualification/Education**   (i).Law Centre NI or NIACAB accredited Qualification in Welfare Rights.  (ii).Law Centre NI or NIACAB Qualification on Tribunal Representation.  (iii).Completion of a welfare reform course.  (iv).Level 6 Qualification (Degree) | ✓ | ✓  ✓  ✓ | **A**  **A**  **A**  **A** |
| 1. **Experience**   (i).At least 1 years’ experience of working in a welfare rights setting.  (ii).Experience of representing clients at tribunals.  (iii).Experience of assisting clients in preparing reviews and mandatory reconsiderations of benefit decisions. | ✓  ✓  ✓ |  | **A/I**  **A/I/T**  **A/I/T** |
| 1. **Knowledge**   (i).An awareness of welfare reforms.  (ii).Knowledge on Supplementary Payments.  (iii).Knowledge of housing rights and issues arising in cases of intimidation.  (iv).Awareness of issues affecting victims/survivors.  (v). An awareness of gathering information and reporting cases of social policy issues in which to effect change. | ✓ | ✓  ✓  ✓  ✓ | **A/I/T**  **A/I**  **A/I**  **A/I**  **A/I** |
| 1. **Skills and Abilities**   (i).Ability to understand complex information and legislation.  (ii).Excellent written, oral and communication skills.  (iii).Flexible approach to working hours.  (iv). Flexible approach to travelling to other centres.  (v).Ability to plan, prioritise and organise own workload. | ✓  ✓  ✓  ✓  ✓ |  | **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| 1. **Other Requirements**   (i).\*Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business). (\*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post). | ✓ |  | **A** |

**A = Application Form I = Interview P = Presentation T = Test**

**R = References**