**Person Specification**

Applicants will be short-listed on the following specifications and should refer to them in the application form. Experience may be paid or voluntary, full or part time.

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPERIENCE** | Essential | Desirable | |
| Experience of providing advice and assistance with applying for a wide range of benefits, and completing application forms | ✓ |  | |
| Experience of working on the provision of information, advice and support. | ✓ |  | |
| Experience of collaboration with external organisations | ✓ |  | |
| Experience of working with members of the public. | ✓ |  | |
| **KNOWLEDGE** | Essential | Desirable | |
| An understanding of the barriers to accessing support for asbestos victims. |  | ✓ | |
| Understanding of working with people who may be in distress, terminally ill, or who are adjusting to major change in their lives. | ✓ |  | |
| Have an understanding about the hazards of asbestos, asbestos related diseases and the issues facing those affected. |  | ✓ | |
| Knowledge of the principles of Safeguarding, GDPR and Confidentiality | ✓ |  | |
| Knowledge of support services and other organisations within the region |  | ✓ | |
| **SKILLS AND ABILITIES** | Essential | Desirable | |
| Capacity to relate to people from a range of backgrounds with ease and sensitivity. | ✓ |  | |
| Ability to recognise and understand the needs of individual clients and identify appropriate organisations to provide additional support | ✓ |  | |
| Able to manage a caseload | ✓ |  | |
| Able to produce timely, accurate case records | ✓ |  | |
| Ability to use Microsoft Office software | ✓ |  | |
| **PERSONAL QUALITIES** | Essential | Desirable |
| Can work as part of a team for the effective delivery and development of services and projects | ✓ |  |
| Can work on own initiative, work to deadlines and take responsibility for personal and professional development | ✓ |  |
| Flexible and adaptable to change | ✓ |  |
| Ability to travel, mainly throughout Yorkshire and Humberside but, also occasionally throughout the UK. | ✓ |  |
| Ability and willingness to work remotely |  | ✓ |
| **VALUES** | Essential | Desirable |
| A commitment to client involvement and empowerment. | ✓ |  |
| Understanding of those who use our services being enabled to have greater opportunities to exercise their rights/entitlements | ✓ |  |
| Recognise and value all aspects of diversity | ✓ |  |