

Person specification: Constituency Caseworker

	Essential	Desirable
Knowledge & Experience	<p>At least 2 years' experience in a role involving direct contact with the public providing advice and guidance on housing and or social security benefits</p> <p>Experience in undertaking administrative and/or secretarial duties</p> <p>Awareness of data protection and confidentiality</p> <p>Recent experience in case management</p> <p>Experience working in an office environment</p> <p>Experience of housing and benefits system</p>	<p>Good knowledge of funding and completing funding applications</p> <p>Campaigning experience, political or otherwise</p> <p>Knowledge of the workings of the Northern Ireland Assembly</p>
Skills	<p>Excellent written and verbal communication skills</p> <p>Able to manage a large and varied caseload</p> <p>Able to work on own initiative</p> <p>Able to work as part of a team</p> <p>Able to understand and act upon instructions</p> <p>Excellent inter-personal skills and an ability to work with people from a variety of backgrounds</p> <p>Good problem-solving skills</p> <p>Good IT skills - particularly MS Office, Outlook, and the Internet</p> <p>Good organisation and time management skills - ability to manage own workload</p> <p>Research skills</p>	<p>An understanding of local issues</p>

Other	Flexibility with working hours	Driving licence and access to a car
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