

Person Specification – TEMPORARY CASEWORKER

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential (in bold)/Desirable	How Identified?
Qualifications		
What does the job require in the way of: Level of formal qualifications required to carry out the job. Detail level of attainment and by subject matter where appropriate.	GCSE or equivalent in Maths and English Completed accredited training in trade union organising Completed accredited training in health & safety at work Completed accredited training in employment law Driving Licence	Possession of appropriate qualifications to be verified at interview or from records.
Skills and abilities		
What skills and abilities are required of the postholder	Excellent verbal and written communication skills. Ability to speak on behalf of members Ability to influence and persuade others to advance the interests of union members Ability to plan, organise and prioritise work tasks to meet deadlines Competent use of office equipment and applications	Application form, interview, and references

Skills and abilities (continued)		
What skills and abilities are required of the postholder	Good attention to detail Ability to assimilate and analyse large amounts of information efficiently Ability to work as part of a team Ability to foster working relationships with trade union reps and successfully manage other professional relationships Ability to map union membership	Application form, interview, and references

Experience		
What does the job require in the way of: Specific related job experience and in what type of working environment.	At least two years' experience of trade union activity, either in a professional or voluntary capacity Experience of providing representation in a workplace context.	Application form, interview, and references

Special Knowledge		
What special knowledge is required to perform the job properly.	Knowledge of the role and aims of the trade union movement Knowledge of employment law Knowledge of data protection legislation in England Knowledge of local government and related public services in England Knowledge of the rules and structure of UNISON	Interview

Personal circumstances		
What kind of personal circumstances are required to do the job properly?	Ability to work occasionally outside normal office hours when circumstances require, e.g. to attend a meeting or communicate with a member Willingness and ability to travel to locations in or near Dudley Borough	Interview

Disposition		
What personal attributes does the postholder require	Commitment to the aims and values of the trade union movement Commitment to equality and to the opposition to all forms of oppression based on identity Commitment to treating union members with confidentiality and respect Ability to treat people who face difficult problems with empathy and understanding	Application form, interview, and references