

**LONDON BLACK WOMEN'S PROJECT
LATIN AMERICAN WOMEN'S AID
ANGELOU CNETRE**

**PERSON SPECIFICATION
LEGAL ADVICE WORKER - SEXUAL HARASSMENT**

Legal Advice Worker	ESSENTIAL (E) DESIRABLE (D)
Education	
Educated to degree level in Law, and related fields	E
Experience	
A minimum of two years experience working in the legal field	E
Skills	
Experience of delivering legal casework and supporting clients according to AQS standards, policies and procedures.	E
Day to day service delivery experience, case management including maintenance of casefiles	E
Experience and skills of developing legal advice services to women subjected to VAWG and specifically focusing on cases involving sexual harassment.	D
Experience of casework taking a case from complaint stage to litigation.	D
Ability to liaise and network with legal professionals, frontline providers and other professionals to promote, build-up and work towards the sustainability of the services	E
Experience of implementation and monitoring of standards, policies and practices under the guidelines of AQS and according to LBWP's policies and practices	E
Audit, evaluation and assessment experience to prepare the service for accreditation	E
Excellent time management skills and able to multi-task on a daily basis	E
Monitoring and performance management experience including implementation of actions to enhance service improvement	D

Excellent communication skills, able to relate to diverse audiences and communicate complex information	E
Experience of developing materials and other legal advice resources using the casework and delivering capacity support to professionals across fields.	E
Marketing and promotion skills	D
Ability to build up a client base for the service, understanding service user needs and articulating these to provision	E
Experience of one to one client casework	E
Able to demonstrate self motivation and initiative on a daily basis	E
Able to work independently as required and as a part of team when necessary	E
Networking ability and able to relate to diverse organisations and sectors to promote and build-up the service	E
Computer literate. Must have Microsoft Office skills including word and excel.	E
Good report writing skills with experience presenting good quality information to management standard.	E
Consultation skills and experience with service users, providers and professionals	E
Experience and skills in managing and planning work and knowledge of work plan systems including project management	E
Ability to appraise work, provide feedback and follow-up of tasks and projects as assigned and make consistent and constructive progress to achieve a clear and satisfactory output.	E
Able to review strategic documents and policies, and translate these to plans and actions	D
Knowledge	
Knowledge of specialist issues and legal advice around gender-based violence and related issues for BME women	E
Knowledge of the needs and concerns of BME women specifically around their legal rights and their need for advice and information	E

Experience and an understanding of working on sensitive issues as they affect BME women, identifying key issues and taking these forward in the most appropriate manner. This knowledge includes all aspects of gender-based violence E

Knowledge of working in the NGO, voluntary and public sectors D

Commitment

Commitment to working with BME women, in a women only organisation, and to supporting the aims and objectives of LBWP. E

Commitment and understanding of current Equal Opportunities legislation and ability to work under the legislative framework. E

Evidence of continuous professional development to update skills and awareness of VAWG. E

Post	Prepared by	Date of Sign Off	Status
Person Spec for Advice Worker Sexual Harassment	Baljit Banga	19.10.18	Approved