**UVW JOB DESCRIPTION**

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| **Job Title**  | **Caseworker**  |
| Works closely with  | UVW members, Casework team, Organising team, Tribunal team  |
| Reports to  | Casework Team Coordinator and General Secretary  |

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| **Main Job Purpose:**  |
| The main purpose of the role is to advise and represent members in employment related matters.    |

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| **Main Responsibilities**  |
|  1. Advising and representing members in employment related matters.

  1. Representing members in company level hearings.
2. Communicating with members and employers in relation to the case.
3. Maintaining accurate and up to date records of cases and their outcomes.

  1. Identifying collective issues in workplaces and liaising with organising team coordinator.

  1. Running employment law related training for members, including trade union representation certification training.

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| **PERSON SPECIFICATION**  |
|    | ***ESSENTIAL***  | ***DESIRABLE***  |
| Education level, qualifications or equivalent  | Experience in employment-related casework or representation.    | Law degree and/or experience of legal experience.   |
| Knowledge, experience and technical skills  | Experience using databases and keeping records for case work.   Good research skills   Knowledge of the work and aims of the trade union movement Fluent in Spanish   Proficient in English (verbal and written).     I.T. literate, with experience of using standard programmes (e.g. MS office or Google Suite)      | Knowledge of the employment tribunal system, or other legal knowledge or experience   Experience in trade union activism.   Fluent in Portuguese.   Training or facilitation skills  |
| Personal attributes and skills  | Strong communication and interpersonal skills.   Ability to exercise judgement and initiative.   Ability to work under-pressure and manage competing priorities.   Good problem-solving skills    Commitment to workers’ rights and social justice.    | Negotiation skills      |