|  |  |  |
| --- | --- | --- |
| **Money Advice**  **Support Worker** | **Essential** | **Desirable** |
| **Qualifications and Experience** | Recent experience of in-depth money advice  Experience of casework  Experience of preparing reports and collating statistical data | Experience of working with volunteers  Experience in preparing and delivering training  Evidence of relevant training from a recognised provider |
| **Skills and Attributes** | Ability to prioritise workload and meet deadlines  Good analytical skills and attention to detail  Ability to communicate effectively both orally and in writing | Representation and advocacy skills  Ability to interpret relevant legislation and utilise various money advice strategies |
| **Knowledge** | A sound working knowledge of the legal rights of debtors and creditors  Good knowledge and understanding of welfare benefits  Working knowledge of Microsoft Software and related packages | Understanding of the value of social policy work  Good understanding of financial inclusion issues |
| **Other** | A willingness to undertake any necessary training  Responsible and reliable | Experience of liaising with other agencies and organisations  Car driver with use of own vehicle |