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| **Money Advice** **Support Worker** | **Essential** | **Desirable** |
| **Qualifications and Experience** | Recent experience of in-depth money adviceExperience of caseworkExperience of preparing reports and collating statistical data | Experience of working with volunteersExperience in preparing and delivering trainingEvidence of relevant training from a recognised provider |
| **Skills and Attributes** | Ability to prioritise workload and meet deadlinesGood analytical skills and attention to detailAbility 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 creditorsGood knowledge and understanding of welfare benefitsWorking knowledge of Microsoft Software and related packages | Understanding of the value of social policy workGood understanding of financial inclusion issues |
| **Other** | A willingness to undertake any necessary trainingResponsible and reliable | Experience of liaising with other agencies and organisationsCar driver with use of own vehicle |