**Caseworker – Oct 2023**

**Application Support Form**

Please use the table below to tell us how you meet the person specification for this role. You can return this form via email (info@mertoncil.org.uk)

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| --- | --- |
| **Person Specification Point**  | **Tell us how you meet this point** |
| At least one year’s experience of giving advice to the public on a one-to-one basis in one or two of the following areas: social care, housing and/or welfare benefits. Or, one years’ experience working within an environment operating within regulatory frameworks.  |  |
| Excellent research and analytical skills. |  |
| Excellent written and oral communication skills, including the ability to explain and summarise complex rules and information in simple terms. |  |
| Effective advocacy and negotiating skills. |  |
| Ability to enable people to resolve their problems. |  |
| Ability to plan and prioritise own work and meet deadlines. |  |
| Ability to be flexible and responsive to change. |  |
| Willingness to learn and develop. |  |
| Ability to work effectively as a member of a team. |  |
| Ability to maintain confidentiality. |  |
| Strong IT skills (including Word, Excel, Outlook) and ability to use electronic monitoring to keep records of casework. |  |
| Committed to working to the Social Model of Disability. |  |
| Must have a strong personal commitment to supporting people across the spectrum of disability or health issues and supporting people from a variety of ethnic and social groups. |  |
| Please tell us if you have any comments regarding the desirable criteria: * Experience of working in outreach locations and/or providing a home-visiting service.
* Experience of a user controlled and led organisation.
* An understanding of the Merton voluntary sector and local authority structures.
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**General Data Protection Regulations (GDPR)**

Under the new GDPR, Merton CIL will process personal data about you. Our purpose for processing this information is to assess your suitability for a role you have applied for. We’ll use the contact details you give us to contact you to progress your application. We’ll use the other information you provide to assess your suitability for the role.

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary. It is our policy to store data relating to recruitment procedures for 6 monthsafter the date on which it is submitted, for internal auditing purposes. The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it may affect your application if you don’t.

If your application for employment is successful, this information will be stored for the duration of your employment and for 1 year post-employment.

**Declaration**

Please read this carefully before signing this application:

**I have read and understood how my data will be processed and stored. I can confirm that the information provided within my application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**

Signed:

Please print name:

Date: