



## Trainee Caseworker

**About our trainee programme and who we are looking for.**

March 2026

If you are keen to support work pushing for social change, apply to join our team!

**About Merton Centre for Independent Living (Merton CIL):** We are a user-led pan disability organisation based in the London Borough of Merton. Our vision is a society where Disabled people can live as full and equal citizens in all aspects of life and lead systemic change. We work hard to challenge barriers and create a borough that is truly inclusive.



You can find out more by visiting our [website](#) or by watching this [short film](#).

### About the role

**Job title:** Trainee Caseworker

**Reporting To:** Speaking Up Supervisor

**Hours:** 21-28 hours per week (flexibility around working hours/pattern)

**Salary:** £24,720 - £28,840 (pro rata and per year)

**Start Date:** 1 May 2026 or as soon as possible thereafter

**Location:** Hybrid (a minimum of 50% of working hours to be office based – Vestry Hall, Mitcham)

**Contract Type:** Fixed term until 1 May 2027.

This post is subject to a satisfactory Enhanced DBS (Disclosure and Barring Service) check.

You can find out more about our [Information and Advice service here](#) and [Speaking Up Service here](#).

## Why work for Merton CIL?

By joining us, you would be part of a diverse team that are passionate about achieving disability justice and challenging discrimination. We offer:

- Salary of **£24,720 - £28,840** pro rata per annum dependent on skills and experience.
- Annual inflationary and incremental salary increase, dependent upon funding.
- Working hours – **28 hours per week**. Flexibility around how these hours are spread over a week.
- A one-year fixed term contract until **1 May 2027**.
- Hybrid working - 50% of **working hours from home** and 50% in the office to allow for community, collaboration, and support.
- **Pension** with employer contribution.
- 33 days **annual leave** (pro rata for part time employees).
- **Disability leave**, if eligible.
- Access to a **Staff Wellbeing Allowance**, after probation.
- Free **eye examination vouchers**.
- **Training and development** opportunities.
- Opportunity to join a **supportive peer support group**
- One week per year for you to spend on work at Merton CIL which interests you outside of your role to **support innovation and skills development**.
- 24/7 **employee assistance scheme** available to support you.
- Access to **employee benefits & discounts**.

## Key Tasks and Responsibilities

1. With training, coaching, learning and skills development, provide local Disabled people with information and advice and/or speaking up casework support relating to welfare benefits, grant applications, discretionary travel, housing, aids and adaptations, adult social care or health. Manage a case load and keep clear records on our database.
2. To support with processing new cases, which may include administration, gathering more information and where appropriate, referring people to other services (internal and external) in line with our policies and procedures.
3. To engage in training and development to build skills, confidence and knowledge in all areas of your work. This includes but is not limited

- to external and internal training, shadowing, on the job learning, independent study and more.
4. To research and to keep informed of new legislation and changes to existing law and policy on issues affecting Disabled people.
  5. With training, raise safeguarding concerns with the support of the Safeguarding lead.
  6. To attend and contribute towards the development of a DDPO Trainee peer support group.
  7. Work with the Achieve Change Locally team to develop accessible and informative materials around welfare benefits.
  8. To work within the Social Model of Disability and ensure that it is understood by our members, service users, local authority, and partners.
  9. To carry out the duties of the post in line with our equality, diversity, inclusion and equity policy and adhere to all Merton CIL's policies and guidelines including our Values.
  10. To undertake duties and where reasonable, attend out-of-hours and weekend events.

This job description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

### **Person Specification**

1. A Disabled person – You can read more about what a Disabled person means to us [here](#).
2. A deep understanding, knowledge and commitment to the Social Model of Disability, intersectionality, the disability justice movement, equality, diversity, inclusion & equity, lived experience as a tool for change and human rights.
3. A keen interest in developing advice/casework skills and knowledge.
4. Compassionate, curious and creative to support person-centred work.
5. Ability to work effectively and collaboratively as part of a team and to work supervised and unsupervised.
6. Written and oral communication skills.
7. Ability to remain calm under pressure.
8. Ability to be welcoming, flexible and responsive to change.
9. Ability to maintain confidentiality.

10. An understanding of IT programmes such as Microsoft 365 and interest in building skills.
11. A strong personal commitment to supporting people across the spectrum of impairment and health conditions and from a variety of ethnic and social groups. An ability to demonstrate empathy for the issues and barriers faced by Disabled people, and an understanding of the policy issues affecting our lives.



### How to apply

Please provide a document (written or visual), voice note, video, BSL video or piece of art, telling us:

1. Why you want the Trainee Caseworker role?
2. What skills, knowledge or experience do you believe make you a good fit for the Trainee Caseworker role?

Email your application along with your CV and completed Monitoring Form to us at [info@mertoncil.org.uk](mailto:info@mertoncil.org.uk)

### Other Information

Merton CIL is committed to equity and inclusion and reflecting the diverse communities we serve. We particularly welcome applications from individuals from marginalised communities.

Please also email [info@mertoncil.org.uk](mailto:info@mertoncil.org.uk) if you:

- Have any questions or would like an informal discussion about the role,
- Need support to apply, adjustments or require any of the materials in a different format.

## **Interviews**

Interviews are planned to take place w/c 20 or 27 April 2026.

You will meet with the Speaking Up Supervisor, CEO and a trustee.

We will provide the questions before the interview – but we may ask you follow up questions on the day.

**Deadline for applications: 5pm on 8 April 2026**