

advocate



Advocate Casework Volunteer Specification

Advocate looks for a number of skills and qualities in our volunteers. You should set out in your application any experience or achievement that demonstrates any of the following attributes.

Key: 'E': Essential
'D': Desirable

KNOWLEDGE AND EXPERIENCE

1. At least one year of law-related study or work. Knowledge of the legal system in England and Wales. **E**
2. IT literate and well versed with Microsoft Office and Windows. **E**
3. Experience of database inputting (ideally with CRM systems like Salesforce). **D**
4. Experience in the voluntary sector and office environment. **D**

SKILLS AND ABILITIES

5. Excellent interpersonal skills. **E**
6. Ability to communicate with a wide range of people and to liaise with other organisations. **E**
7. Ability to draft case summaries and reports. **E**
8. Ability to summarise legal problems into plain English and identifying key issues. **E**
9. Ability to prioritise effectively and meet deadlines. **E**
10. Ability to work on own initiative. **E**
11. Ability to work in a busy environment with competing demands. **E**
12. Good computer skills, including Microsoft Word, Microsoft Excel, internet and email. **E**
13. Ability to maintain existing computer-based and manual systems. **E**

PERSONAL QUALITIES

14. Commitment to pro bono legal services. **E**
15. Commitment to aims and principles of equal opportunities in policy and practice. **E**
16. Ability to work as part of a small team. **E**
17. Attention to detail. **E**
18. Flexibility and willingness to learn new skills. **E**
19. Professional, reliable and responsible. **E**