



Housing Adviser

Housing Advice

sussex Person Specification

Ref: 060

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to each of the point in turn, and for each point, clearly explain how your experience, skills and knowledge meet the requirements. If you do not meet the essential criteria but consider that you could meet that criteria very quickly with training please set out what experience you have that will assist you to become competent in this role.

Essential

- Housing Law: experience of providing specialist housing advice in a casework-based service.
- Experience in providing advocacy.
- Ability to manage a busy caseload, working under pressure and meeting deadlines.
- Track record in meeting casework and billing targets.
- Good organisational, prioritising and time management skills.
- Excellent verbal and written communication skills.
- Attention to detail.
- Experience of working with a variety of people, including vulnerable clients.
- Experience of team working.
- Commitment to sharing learning, skills, and knowledge.
- An understanding of and commitment to Equality, Diversity, and Inclusion.
- Ability to work across the 3 offices and travel to the County Court in Hastings.
- An understanding of the cause and effect of poverty and discrimination.

Desirable

- Experience of providing advocacy on a housing possession court duty scheme.
- Experience of working on grant funded projects.
- Experience of working with IT systems and a commitment to learning new systems and working paperless.