



# SEFF

SOUTH EAST FERMANAGH  
FOUNDATION

## **Sessional Welfare Officer- Wider Welfare**

- Responsible to:** SEFF's Director
- Location:** Covering South and West of Northern Ireland
- Tender period:** Until end March 2025 but may be extended subject to additional funding being made available
- Payment:** £20 per hour x 10 hours per week
- Tax:** The successful respondent will be responsible for paying their own Inland revenue payments and will be responsible for their own travel costs.

## **Main purpose of role:**

The Sessional Welfare Officer- Wider Welfare will provide crucial support and assistance to SEFF's members in their applications for Welfare support across a range of Government supports in Northern Ireland.

## **Main Duties and Responsibilities:**

1. Offer advice and information on accessing welfare benefits, housing, healthcare, and other relevant services in Northern Ireland.
2. To meet and provide direct support to individuals and families facing welfare challenges, and assist in completing Welfare Applications
3. Advocate on behalf of clients to ensure they receive the support and services they are entitled to.
4. Respond to urgent welfare needs, offering advice and support on short-term crisis intervention, including emergency financial aid or housing support.
5. To maintain confidential, professional and appropriate records of all client contact on paper, within SEFF's Cloud Based System 'SharePoint', and within the department's case management system (Advice Pro).
6. To refer clients on to further SEFF services in line with identified need
7. To maintain a professional attitude at all times towards clients, staff, volunteers and all those in contact with South East Fermanagh Foundation (SEFF)

8. Where appropriate attend Welfare Meetings.
9. Work with a range of partner groups in support of clients requiring welfare services.

## **Person Specification**

### **Essential Criteria:**

1. Must have completed CAB's Advisor Training Programme (ATP) or be able to demonstrate that they hold a comparable qualification
2. Must have good knowledge and experience in dealing with the Social Security Benefits system (including knowledge of the Universal Credits System and PIP (Personal Independence Payment))
3. Education: Minimum of 5 GCSE's (A-C or equivalent)
4. Good knowledge and experience of Army War Pensions and Police Injury on Duty.
5. Supporting the memberships of partner groups across the south/west with welfare advice and support?

### **Desirable Criteria:**

- Knowledge and experience in the appeals process

## **Process**

An interview will be held to award this position to the successful applicant.