

# Internship Programme

## Project Caseworker

### ***The post of caseworker***

- Assisting in the operation of ELF's Advice and Referral Service
- To refer cases and maintain contact with client and ELF members
- To assist in the maintenance and promotion of ELF as an organisation
- To assist with the Outreach and Community Development Programmes
- The caseworker is responsible to the Supervisor of the Advice and Referral Service

### ***Main duties***

- Answering and responding to enquiries from the general public
- Compiling and sending out 'Request for Assistance' packs
- Referring cases to ELF member solicitor, barrister and technical consultants
- Maintaining and reviewing cases
- Drawing up simple weekly, monthly and quarterly statistics

### ***Criteria for volunteering with ELF***

- A degree in law and/or environmental science (desirable)
- Available for a period of 3 months (essential)
- Available for a minimum of 21 hours per week (essential)
- For non-english mother tongue, grade 7.5 in International English Language Testing System or equivalent (essential)
- Please check in your home country for visa and work permit requirements for entering the United Kingdom. ELF will require evidence of your status (essential)

### ***Person specification***

- Knowledge of some areas of environmental law and a willingness to expand on this knowledge
- Excellent communication skills: likely to have experience of dealing with both members of the public and senior professionals
- Some experience of working with communities
- Experience of litigation procedures
- Ability to work as part of a team and to work alone when required
- Administrative and organisational skills
- Familiarity of office systems and a willingness to develop this
- Computer skills including Microsoft word, access and excel
- Good written and spoken english

### ***ELF offers***

- Practical experience of working with environmental law
- Experience in developing management skills
  - Training in the Advice and Referral Service
  - Training in office procedures
  - The post is unpaid although reasonable travel expenses will be reimbursed

If you wish to apply to ELF as an intern, please indicate how you meet the criteria outlined above. Please send this along with a copy of your up to date curriculum vitae to ELF Internship Programme, at the address below.

ELF, Suite 309, 16 Baldwins Gardens, Hatton Square, London EC1N 7RJ