



## Job Specification

**For: Caseworker**

Ref: VR/01394

### Job Description

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**Position:** Caseworker

**Organisation:** Royal Engineers Association (REA)

**Reports to:** Operations Director of the REA (and in their absence, the CEO REA)

**Location:** Various locations, visiting clients in their homes or other agreed venues

**Role Purpose:** The Caseworker will provide support to Sapper veterans, serving soldiers, and their dependents who are experiencing hardship. The role involves visiting clients, discussing their situations, assessing their needs, liaising with other support agencies, and drafting detailed reports for REA HQ Benevolence to consider. The Caseworker will also follow up on the progress with the clients as needed.

### Key Responsibilities:

- Visit clients in their homes or other agreed venues to discuss their situations and assess their needs.
- Liaise with other support agencies such as SSAFA, RBL, and ABF to coordinate support for clients.
- Draft detailed reports for REA HQ Benevolence to consider, outlining the client's situation and the recommended support.
- Follow up on the progress with clients to ensure their needs are being met.
- Maintain accurate records of all interactions and support provided.
- Attend safeguarding training and a suitable casework training course.
- Ensure compliance with all relevant policies and procedures, including safeguarding and data protection.

### Requirements:

- Enhanced DBS clearance.
- Completion of safeguarding training and a suitable casework training course.
- Strong communication and interpersonal skills.

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- Ability to work independently and manage time effectively.
- Empathy and understanding of the challenges faced by veterans, serving soldiers, and their dependents.
- Commitment to the values and mission of the REA.

#### **Required Qualifications:**

- Previous experience in a casework or support role, preferably within a charity or social services setting.
- Knowledge of the military community and the specific challenges faced by veterans and their families.
- Relevant qualifications in social work, counselling, or a related field are desirable but not essential.
- Proficiency in using computer systems and software for record-keeping and report writing.

#### **Time Commitment:**

- The role requires a commitment of approximately 37 hours per week, with flexibility to accommodate the needs of the clients and the availability of the caseworker.
- Some evening and weekend work may be required to meet with clients and attend training sessions.

#### **Benefits and Support:**

- Volunteers will receive ongoing support and supervision from the Operations Director and the CEO REA.
- Access to training and development opportunities, including safeguarding and casework training courses.
- Reimbursement of reasonable travel and out-of-pocket expenses incurred while performing casework duties.
- Opportunities to make a meaningful difference in the lives of Sapper veterans, serving soldiers, and their dependents.
- Being part of a supportive and dedicated team committed to the welfare of the military community.

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### **Application Process:**

- Interested candidates should submit a current CV and a cover letter outlining their suitability for the role.
- Shortlisted candidates will be invited for an interview with the Operations Director and the CEO REA.
- Successful candidates will be required to undergo an enhanced DBS check and complete the necessary training before commencing their role.

**Line Management:** The Caseworker will report to the Operations Director of the REA. In the absence of the Operations Director, the Caseworker will report to the CEO REA.

Compiled by : **Fiona Louch**  
Compiled on : **06/19/25**

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