

## **Role description for Caseworker volunteer**

1. Responsible for undertaking *Inside Justice* casework, ensuring cases are progressed within agreed timescales and to the required standard with support from and providing regular reports to the HEAD OF CASEWORK
2. Support work on casework applications and undertake scoping reviews in liaison with colleagues and experts referring to the HEAD OF CASEWORK
3. Review case legal and other documents including trial transcripts and reports from experts across a range of disciplines, and prepare scoping reviews or contribute to preparing submissions to CCRC/other bodies
4. May include undertaking occasional investigative interviews and field investigations if agreed and needed
5. Liaise with colleagues and a range of external stakeholders, including legal representatives; applicants (prisoners); Advisory Panel members and other experts from a range of disciplines; victims and applicants' families; trial witnesses
6. Update case records on the in-house casework information systems in line with GDPR and accountability frameworks
7. Undertake occasional work on other aspects of Inside Justice if agreed e.g. input to policy influencing.

April 2023