

PERSON SPECIFICATION

JUST THE JOB KEY WORKER

| | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | | <ul style="list-style-type: none"> ➤ Car driver/owner ➤ Relevant qualification in Information Advice & Guidance ➤ Relevant qualification in youth work ➤ Good Level of Maths and English |
| Experience | <ul style="list-style-type: none"> ➤ Experience of providing intensive 1-1 support including CV's, Cover letters, applications and interview skills and moving individuals into employment ➤ Experience of assessing individuals to determine levels and skills ➤ Experience of developing and reviewing action plans ➤ Experience of identifying, recruiting and engaging with disengaged people in a constructive and non-judgemental way ➤ Experience of obtaining and keeping comprehensive, accurate and effective records, paperwork, monitoring targets and evaluating progression ➤ Experience of managing caseloads effectively and prioritising workloads to meet targets and deadlines ➤ Experience of working with, and referring to, other organisations | <ul style="list-style-type: none"> ➤ Experience of engaging with employers/ businesses to create employment opportunities ➤ Experience of restorative practice ➤ Previous experience of working on contract funded projects. |
| Skills | <ul style="list-style-type: none"> ➤ Confidence and ability to identify and approach new organisations/employers to create work experience opportunities/ new referrals ➤ Competent computer skills in MS Office (in particular Outlook, Word and Excel) ➤ Ability to use initiative to ensure the programme outcomes are met ➤ Ability to communicate at all levels and maintaining professional relationships with all stakeholders ➤ Ability to work as an effective team member ➤ Time management - ability to manage your time effectively to meet work demands and deadlines ➤ Ability to operate with strict confidentiality | |
| Knowledge | <ul style="list-style-type: none"> ➤ An understanding and commitment to equality and diversity ➤ An understanding of data protection, confidentiality and safeguarding ➤ An understanding of social exclusion and the difficulties | <ul style="list-style-type: none"> ➤ An understanding of government legislation regarding unemployment and entitlements ➤ Good local knowledge and understanding of the issues |

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| | <p>and challenges faced by disengaged individuals</p> <ul style="list-style-type: none"> ➤ Awareness of organisations suitable for referrals ➤ Understanding of the challenges working with funded programmes in particular in the third sector | <p>faced by individuals living in deprived areas of Leeds</p> |
| Personal Attributes | <ul style="list-style-type: none"> ➤ Professional approach and ability to develop and maintain positive, effective working relationships with a range of individuals and agencies ➤ Committed to high standards of quality ➤ Confident communicator ➤ Flexible and Adaptable ➤ Reliable ➤ Committed ➤ Enthusiastic ➤ Hard working ➤ Systematic approach to problem solving ➤ Attention to detail ➤ Keen to self-develop | <ul style="list-style-type: none"> ➤ Ability to work out of hours as required. |