

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Moving On
Tyne & Wear



PERSON SPECIFICATION

Job Title : Health Pathways Officer

Factor	Criteria No	Criteria	Ranking	Criteria tested by	
			(Essential/ Desirable)	Application Form	Interview
Education & Qualifications	1	Good standard of education to GCSE equivalent, particularly in English and mathematics	E	X	
	2	Information, Advice & Guidance or Employment Related Services Level 3 or above	E	X	
	3	Health & Social Care Level 3 or above	D	X	
Experience	4	Experience of project development and delivery in a community setting.	E	X	X
	5	Experience of supporting people with LLDD and/or Autism.	D	X	X
	6	Working with vulnerable people in job seeking and/or other community support settings.	E	X	X
	7	Working with a variety of partners to provide tailor made solutions to meet participant requirements	E	X	X

	8	Marketing, communications, external liaison and presentation work	E	X	X
	9	Working to and meeting industry and internal service level standards	E	X	X
	10	Successful employer engagement	E	X	X
	11	Experience of using software packages in particular Microsoft Word, Excel, PowerPoint and bespoke Customer Tracking Systems effectively.	E	X	X
Knowledge	12	Health & Safety and Equal Opportunities legislation and practices	E	X	X
	13	An understanding of the employability agenda and how it affects people with specific needs.	D	X	X
	14	Knowledge of the Sunderland area and local VCS support services	D	X	X
	15	Specialist knowledge of challenges faced by one or more of the following groups: LLDD and Autism, people with health conditions, BME, substance misuse, homelessness, offending.	E	X	X
Personal Skills	16	Ability to work effectively as a member of a team within a complex, changing and challenging environment	E	X	X
	17	An ability to design and lead sessions that will build confidence	E	X	X
	18	Ability to work on own initiative, taking responsibility for achievement of identified programme targets	E	X	X
	19	Strong communication skills (both written and verbal) to support the achievement of the organisation's objectives and to deal with a diverse range of people.	E	X	X
	20	Ability to innovate and inspire participants to achieve positive outcomes	E	X	X
	21	Ability to develop positive, trusting and confidential relationships with participants	E	X	X
	22	Professional, empathic and patient approach	E	X	X

	23	Ability to achieve targets and deadlines whilst still maintaining quality	E	X	X
Additional Requirements	24	Prepared to undertake occasional evening and weekend work	E		X
	25	A commitment to Equal Opportunities and Diversity in all work practices	E	X	X
	26	Able to meet the travel requirements of the post	E	X	
	27	An appreciation and commitment to Safeguarding and Health and Safety issues in the workplace	E	X	X

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