

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Step Forward Tees Valley is funded by the European Social Fund and the National Lottery Community Fund

PERSON SPECIFICATION

JOB TITLE: Performance Lead

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						Certificate
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test		
Education & Qualifications	1	Educated to A Level standard or equivalent	E	*						*
	2	Level 3 in Information Advice & Guidance or equivalent	E	*						*
	3	Qualification in Management	D	*						*
Experience	1	Evidenced experience of successful employment programme coordination and implementation	E	*	*	*				
	2	Experience of forming successful working relationships with partners, jobseekers, employers and training providers	E	*	*					
	3	Experience of marketing, communications, and presentation work	E	*	*	*				
	4	Experience of internal and external liaison with stakeholders and the development of effective relationships to achieve positive results	E							
	5	Experience of successfully and consistently achieving programme performance targets	E	*	*					
	6	Proven experience of using systems to record information and generate reports to meet specified deadlines	E	*	*					
	7	Experience of effectively managing a caseload of clients from an unemployed background and of supporting other staff in case management.	E	*	*					
	8	Previous experience of line managing and developing a team of staff to achieve outcomes	E	*	*					
	9	Experienced in the effective use of software packages in particular Microsoft Word, Excel, PowerPoint, MS Teams	E	*	*					
Knowledge	1	Health & Safety and Equal Opportunities legislation and practices	E	*	*					
	2	A sound understanding of the Employability Agenda both nationally,regionally and locally	E	*	*					

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	3	A sound knowledge of skills gaps/growth sectors within the local labour markets	E	*	*				
Personal Skills	1	Good facilitator and enabler with strong organisational skills to support effective programme coordination	E						
	2	Ability to work effectively as a leader of a team within a complex, changing and challenging environment	E	*	*				
	3	Ability to work autonomously, displaying initiative and taking responsibility for achievement of identified programme performance targets.	E	*	*				
	4	A strong and effective communicator (both written and verbal)	E	*	*				
	5	Ability to maintain confidentiality at all times	E	*	*				
	6	Ability to coordinate and plan resources and services	E	*	*				
	7	Good network and interpersonal skills to develop and manage excellent relationships linked to GWKNE&C business delivery and growth.	E	*	*				
	8	Enthusiastic and self-motivated with a commitment to achieve success.	E		*				
Additional Requirements	1	Prepared to undertake occasional work out of hours	E		*				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				
	3	Full Driving Licence	E	*					
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				