

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Team Supervisor (North)

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	Good standard of education to GCSE equivalent, particularly in english and mathematics	E	X					X
	2	Information, Advice & Guidance, Teaching, Training, Assessor, Verification or Skills for Life qualifications at Level 3 or above or equivalents	D	X					X
	3	NVQ Level 2 Qualification in Horticulture	D	X					X
	4	MIDAS Qualification	D	X	X				X
	1	Proven experience of delivering a supervisor role managing a team of people.	E	X	X				
	2	Proven experience of good quality general construction and horticultural skills	E	X	X				

Experience	3	Proven experience of managing a varied workload tasks to meet deadlines whilst maintaining quality.	E	X	X				
	4	Experience of engaging and supporting unemployed and/or disadvantaged people and facilitating personal development	D	X	X				
	5	Basic experience of using software packages in particular Microsoft Office Suite.	E	X	X				
	6	Experience of dealing with external partners, contractors and suppliers.	E	X	X				

Knowledge	1	Use of a variety of general tools and maintenance equipment.	E	X	X				
	2	Sound understanding of the principles of risk assessment and how to undertake effective risk assessment.	E	X	X				
	3	A demonstrable understanding and knowledge of health and safety issues in an external environment	E	X	X				
	4	Understanding of organisations providing support to meet needs of disadvantaged people	E	X	X				
	5	Understanding of how to manage conflict to achieve positive results	E	X	X				
	6	Understanding of the principles of working with vulnerable people and Safeguarding procedures.	E	X	X				

	1	Good organisational skills to enable the provision of an effective and efficient delivery of the work programme.	E	X	X				
	2	Good communication skills (both written and verbal) to support the achievement of the project's objectives and to deal with people from a diverse range of backgrounds	E	X	X				
	3	Ability to maintain confidentiality as required.	E	X	X				

Personal Skills	4	Ability to work on own initiative, taking responsibility for task delivery to time and within agreed budget, only referring matters upwards as necessary.	E	X	X				
	5	Ability to lead and/or work as part of a team	E	X	X				
	6	Ability to achieve targets and deadlines whilst still maintaining quality	E	X	X				
	7	Non-judgemental and supportive approach to working with people.	E		X				

Additional Requirements	1	Prepared to undertake occasional work out of hours	E		X				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	X	X				
	3	Full Driving Licence	E	X					
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	X	X				