

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## PERSON SPECIFICATION

JOB TITLE: Kickstart Engagement Officer

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Good standard of education to GCSE equivalent at Level 2, particularly in english and mathematics	E	*						*
	2	Minimum Information Advice & Guidance Level 3	E	*	*					*
Experience	1	Substantial relevant experience of support brokerage or information and advice work or other relevant experience	E	*	*					
	2	Proven experience of working with employers and referral agencies	E	*	*					
	3	Experience of marketing, communications, external liaison and presentation work	E	*	*					
	4	Experience of working collaboratively with other organisations	E	*	*					
	5	Proven experience of successfully achieving programme performance targets	E	*	*					
	6	Proven experience of using systems to record information and generate reports	E	*	*					
	7	Proven experience of employer account management and retention	E	*	*					
	8	Good IT skills: confidence in using all functionality within Excel and Word for creating and formatting documents; using the internet, email and outlook calendar.	D	*	*					
	9	Experience within the training/skills market (provision and gaps) and relevant qualifications	E	*	*					
	1	Health & Safety and Equal Opportunities legislation and practices	E	*	*					

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Knowledge	2	Knowledge of the framework of training and development delivery	D	*	*				
	3	A sound understanding of the Employability Agenda both nationally, regionally and locally	E	*	*				
Personal Skills	1	Ability to work on own initiative, taking responsibility for achievement of identified programme performance targets.	E	*	*				
	2	Good communication skills (both written and verbal) to support the achievement of the programme objectives and to deal with a diverse range of people.	E	*	*				
	3	Ability to handle multiple priorities and cope with responsibility and high pressure	E	*	*				
	4	Effective sales, negotiating and influencing skills	E	*	*				
	5	An ability to understand customer needs and work to exceed them	E	*	*				
	6	An ability to manage excellent relationships linked to GWKNE business delivery and growth.	E	*	*				
	7	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	Current driving license and the use of a car	E	*					
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				