

GROUNDWORK

CHANGING PLACES

CHANGING LIVES

Moving On
Tyne & Wear



COMMUNITY
FUND



PERSON SPECIFICATION

JOB TITLE: Health Pathways Officer - Moving On Tyne & Wear

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, 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	1	Experience of project development and delivery in a community setting.	E	X	X				
	2	Experience of supporting people with LLDD and/or Autism.	D	X	X				
	3	Working with vulnerable people in job seeking and/or other community support settings.	E	X	X				
	4	Working with a variety of partners to provide tailor made solutions to meet participant requirements	E	X	X				
	5	Marketing, communications, external liaison and presentation work	E	X	X				
	6	Working to and meeting industry and internal service level standards	E	X	X				
	7	Successful employer engagement	E	X	X				
	8	Experience of using software packages in particular Microsoft Word, Excel, PowerPoint and bespoke Customer Tracking Systems effectively.	E	X	X				
Knowledge	1	Health & Safety and Equal Opportunities legislation and practices	E	X	X				
	2	An understanding of the employability agenda and how it affects people with specific needs.	D	X	X				
	3	Knowledge of the Sunderland area and local VCS support services	D	X	X				
	4	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				

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Personal Skills	1	Ability to work effectively as a member of a team within a complex, changing and challenging environment	E	X	X				
	2	An ability to design and lead sessions that will build confidence	E	X	X				
	3	Ability to work on own initiative, taking responsibility for achievement of identified programme targets	E	X	X				
	4	Strong communication skills (both written and verbal) to support the achiev	E	X	X				
	5	Ability to innovate and inspire participants to achieve positive outcomes	E	X	X				
	6	Ability to develop positive, trusting and confidential relationships with participants	E	X	X				
	7	Professional, empathic and patient approach	E	X	X				
	8	Ability to achieve targets and deadlines whilst still maintaining quality	E	X	X				
Additional Requirements	1	Prepared to undertake occasional evening and weekend work	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 Safeguarding and Health and Safety issues in the workplace	E	X	X				

Moving On Tyne & Wear is joint-funded by The National Lottery Community Fund and the European Social Fund, as part of the Building Better Opportunities programme

