### **GROUNDWORK**

# CHANGING PLACES CHANGING LIVES







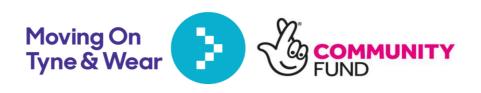
#### **PERSON SPECIFICATION**

JOB TITLE: Navigator - Moving On Tyne & Wear

				Ranking Criteria to be tested by(tick as appropriate)						
Factor	Criteria No	Criteria	(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education &		Good standard of education to GCSE equivalent, particularly in english and								
Qualifications	1	mathematics	Е	Х						
	2	Information, Advice & Guidance or Employment Related Services Level 3 or above	E	Х						
	3	Health & Social Care Level 3 or above	D	х						
	<u> </u>	<u> </u>	ı	ı	l	l			l	
Experience	1	Successful employment programme delivery	E	х	х					
	2	Working with jobseekers and employers in an employment programme setting	E	x	x					
	3	Working with a variety of partners to provide tailor made solutions to meet participant requirements	E	х	х					
	4	Marketing, communications, external liaison and presentation work	E	х	х					
	5	Working to and meeting industry and internal service level standards	E	х	х					
	6	Successful employer engagement	E	х	х					
	7	Line managing staff	D	х	х					
_	8	Substantial experience of using software packages in particular Microsoft Word, Excel, PowerPoint and bespoke Customer Tracking Systems	E	Х	х					
Knowledge	1	Health & Safety and Equal Opportunities legislation and practices	E	Х	Х					
	2	A sound understanding of the employability agenda	E	х	х					

### **GROUNDWORK**

# CHANGING PLACES CHANGING LIVES







cal VCS support services by one or more of the following AE, substance misuse, f a team within a complex,	D D	x	X X				
ΛΕ, substance misuse, f a team within a complex,		x	х				
			T				
	E	Х	х				
esponsibility for achievement of	E	×	x				
· · · · · ·	_	_	v				
	<u> </u>						+
s to achieve positive outcomes	E	Х	х				
onfidential relationships with	E	x	х				
1	E	Х	х				
hilst still maintaining quality	E	х	х				
					-		
g and weekend work	E		х				
d Diversity in all work practices	E	X	х				
	E						
th and Safety issues in the			_	+			
1	esponsibility for achievement of and verbal) to support the ves and to deal with people at all ts to achieve positive outcomes onfidential relationships with  whilst still maintaining quality  g and weekend work  d Diversity in all work practices	and verbal) to support the ves and to deal with people at all E  as to achieve positive outcomes E  onfidential relationships with  E  whilst still maintaining quality E  g and weekend work E  ad Diversity in all work practices E	and verbal) to support the ves and to deal with people at all EX  as to achieve positive outcomes EX onfidential relationships with EX  whilst still maintaining quality EX  g and weekend work E  ad Diversity in all work practices EX  EX  EX  EX  EX  EX  EX  EX  EX  EX	and verbal) to support the ves and to deal with people at all  E X X  ts to achieve positive outcomes  E X X  onfidential relationships with  E X X   whilst still maintaining quality  E X X  and Diversity in all work practices  E X X  E X X  E X X  E X X  E X X  E X X  E X X  E X X	and verbal) to support the ves and to deal with people at all EXXX  Its to achieve positive outcomes EXXX  Its to achieve positive outcomes EXXX  In In EXXX  In I	and verbal) to support the ves and to deal with people at all EXXX  Its to achieve positive outcomes EXXX  In EXXX  In EXXX  In EXXX  In EXXX  In EXXX  In In EXXX  In I	and verbal) to support the ves and to deal with people at all  E