

# GROUNDWORK

## CHANGING PLACES

## CHANGING LIVES



The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative

### PERSON SPECIFICATION

JOB TITLE: Job Search Tutor

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	
<b>Education &amp; Qualifications</b>	1	Good standard of education to GCSE equivalent, particularly in English and mathematics	E	*						
	2	Level 3 Information, Advice or Guidance or equivalent	E							
	3	IT or equivalent qualification Level 3	D	*						
	4	Minimum Stage 1 Adult Teaching Qualification (NVQ Level III) or equivalent	E	*						
<b>Experience</b>	1	Evidenced experience of successful Job search / employability session delivery	E	*	*	*				
	2	Working directly with an unemployed and economically inactive voluntary client base	E	*	*					
	3	Experience of marketing, external liaison and presentation work	D	*	*	*				
	4	Working to and meeting industry and internal service level standards	E	*	*					
	5	Proven experience of the management of client tracking systems.	D	*	*					
	6	Experienced in using software packages in particular Microsoft Word, Excel, PowerPoint	E	*	*					
<b>Knowledge</b>	1	Understanding of Health & Safety and Equal Opportunities legislation and practices in a client based setting	E	*	*					
	2	Employability services in line with the Regional Employability Framework	E	*	*	*				

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NORTH  
OF TYNE  
COMBINED  
AUTHORITY



European Union  
European  
Social Fund



YORKSHIRE BUILDING SOCIETY  
**CHARITABLE  
FOUNDATION**



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		3 Understanding of basic skills issues	E	*	*				
<b>Personal Skills</b>	1	Ability to work effectively as a member of a team within a complex, changing and challenging environment	E	*	*				
	2	Excellent communication skills (both written and verbal)	E	*	*				
	3	Ability to maintain confidentiality at all times	E	*	*				
	4	Customer focus - understanding of own role and its relationship to the customer, both internal and external, continuously focusing on seeking to exceed customer expectations.	E	*	*				
	5	Professional, tactful and patient approach	E	*	*				
	6	Ability to achieve targets and deadlines whilst still maintaining quality	E	*	*				
<b>Additional Requirements</b>	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 and car access	E	*					
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				