

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Youth Worker

| 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 | Youth Work Qualification at Level 3 or above | E | * | | | | | | |
| | 2 | Advice & Guidance or Employment Related Services at Level 3 or above | D | * | | | | | | |
| | 3 | A recognised training qualification to support delivery to young people and young adults learners | D | * | | | | | | |
| Experience | 1 | Proven experience of engaging, coaching and supporting Young People and Young Adults who are NEET to progress. | E | * | * | | | | | |
| | 2 | Experience of engaging partners and partnership working to provide solutions for progression for Young People and Young Adults | E | * | * | | | | | |
| | 3 | Experience in establishing and developing face to face relationships with young people | E | * | * | | | | | |
| | 4 | Experience of successfully matching jobseekers to local labour market opportunities. | D | * | * | | | | | |

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| | 5 | Marketing, communications and presentation work | D | * | * | | | | |
| | 6 | Working to and meeting Youth/Employment industry and internal service level standards | E | * | * | | | | |
| | 7 | Proven experience of using customer tracking systems to accurately record information and generate reports to meet specified deadlines | E | * | * | | | | |
| | 8 | Experience of successfully achieving programme performance targets | E | * | * | | | | |

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|------------------|---|--|---|---|---|--|--|--|--|
| Knowledge | 1 | Experience of using software packages in particular Microsoft Word, Excel, PowerPoint | E | * | * | | | | |
| | 2 | An excellent understanding of what opportunities for education employment or training exist in an area for Young People and Young Adults | D | * | * | | | | |
| | 3 | An understanding of environmental awareness to be able to engage young people in environmental projects | D | * | * | | | | |
| | 4 | Understanding and knowledge of safeguarding practices and reporting | E | * | * | | | | |
| | 5 | Understanding of basic skills issues | E | * | * | | | | |

| | | | | | | | | | |
|------------------------|---|--|---|---|---|--|--|--|--|
| Personal Skills | 1 | Ability to work effectively as a member of a team within a complex, changing and challenging environment | E | * | * | | | | |
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| | 2 | Excellent communication skills (both written and verbal) to support the achievement of the organisation's objectives and to deal with people at all levels | E | * | * | | | | |
| | 3 | Ability to work on own initiative, taking responsibility for achievement of identified programme targets | E | * | * | | | | |
| | 4 | Ability to maintain confidentiality at all times | E | * | * | | | | |
| | 5 | Young Person focus - understanding of own role and its relationship to the customer, both internal and external, contiuously focusing on seeking to exceed young person's expectations. | E | * | * | | | | |
| | 6 | Professional, tactful and patient approach | E | * | * | | | | |
| | 7 | Ablity to achieve targets and deadlines whilst still maintaining quality | E | * | * | | | | |

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|--------------------------------|---|---|---|---|---|--|--|--|--|
| Additional Requirements | 1 | Prepared to undertake work outside of hours | E | * | * | | | | |
| | 2 | A commitment to Equal Opportunities and Diversity in all work practices | E | * | * | | | | |
| | 3 | Full Driving Licence & use of vehicle | E | * | | | | | |
| | 4 | An appreciation and commitment to Health and Safety issues in the workplace | E | * | * | | | | |