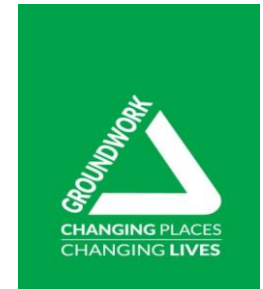


GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

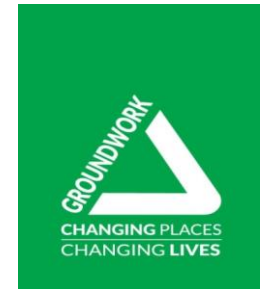
JOB TITLE: Employment Coach

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	NVQ Level 3 in Information Advice and Guidance, or willing to work towards	E	*					*
	2	Minimum of level 2 qualification in literacy and numeracy e.g. GCSE English and Maths at grades A*-C (Grades 4-9) or able to demonstrate equivalent level of ability.	E	*	*				*
	3	A recognised teaching qualification (DTLLS / PGCE / Cert Ed)	D	*	*				*
Experience	1	Promotes the qualities and abilities of participants in order to gain their trust and create and secure long term employment opportunities	E	*	*				
	2	Experience working with participants with multiple barriers to learning and employment and working through individual barriers	E	*	*				
	3	Works hard to anticipate, identify and meet participant needs, in turn delivers a prompt, efficient and personalised service to all Participants	E	*	*				
	4	Experience of sourcing and managing work experience and apprenticeship opportunities	E	*	*				

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5	Experience in partnership working with public and private sector employers	E	*	*				
6	Development and delivery of employability skills to learners	E	*	*				
7	Working within voluntary and not-for-profit sector	D	*	*				
8	Working in partnership with other organisations, training providers and contractors	D	*	*				

Knowledge	1	Familiarity with using Microsoft Office applications, including Word, Excel, Outlook and PowerPoint.	E	*	*				
	2	Have a good working knowledge of barriers people face in finding and securing employment	E	*	*				
	3	Have a knowledge and understanding of apprenticeship frameworks	D	*	*				
	4	Have a good working knowledge of what employers needs are in terms of recruitment and how to ensure these needs are met	E	*	*				

	1	Strong interpersonal and communication skills (both written and verbal), combined with the ability to develop effective working relationships with Participants, staff and key people outside the organisation	E	*	*				
	2	Excellent organisational and administrative abilities, with the ability to manage own time and meet demanding deadlines.	E	*	*				
	3	Ability to respond to the individual needs of Participants with a creative approach	E	*	*				

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Personal Skills	4	Ability to utilise Information Technology and Information, Learning and Technology both within learning and for administrative purposes	E	*	*				
	5	Facilitation skills along with strong analytical and problem solving ability	E	*	*				
	6	Project management	D	*	*				
	7	Team worker – able to work across the organisation and collaboratively with other partners	E	*	*				
	8	Self-driven, results orientated with a positive outlook	E	*	*				
Additional Requirements	1	Prepared to undertake occasional work out of hours as weekend work	E	*	*				
	2	A commitment to Equality, Diversity and Inclusion 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	*					