GROUNDWORK

CHANGING PLACES
CHANGING LIVES

PERSON SPECIFICATION

JOB TITLE: EMPLOYMENT SPECIALIST (CTW)

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 Employment Related Services	D	*					*
	2	Minimum of level 2 qualification in literacy and numeracy (e.g. GCSE English and Maths at grades A*-C) or able to demonstrate equivalent level of ability.	E	*					*
	3	A recognised teaching qualification (DTLLS / PGCE / Cert Ed)	D	*					*
Knowledge	1	Familiarity with using Microsoft Office applications, including Word, Excel, Outlook and PowerPoint.	E	*	*				
	2	Using a CRM systems for client caseload and reporting	D	*	*				
	3	Health and Safety & Safeguarding knowledge / requirements	E	*	*				
	4	Knowledge of local labour market, stakeholders, urban & rural challenges to employment	E	*	*				
	5	Have a good working knowledge of barriers adults face in finding and securing employment	E	*	*				

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	6	Have a good understanding of current funded programmes and support	E	*	*				
	7	Have a good working knowledge of what employer needs are in terms of recruitment and how to ensure these needs are met	E	*	*				
Experience	1	Experience of IPS or SEQF delivery – preferably in a Primary Care setting	D	*	*				
	2	Have an extensive experience of working with a wide range of employers to identify new employment opportunities and matching individuals to meet their needs	E	*	*				
	3	Experience working with customers with multiple barriers to learning and employment and working through individual barriers	E	*	*				
	4	Ability to build relationships with existing and new employers and access their needs. Promotes the qualities and abilities of customers in order to gain their trust and create and secure long term employment opportunities	E	*	*				
	5	Working in partnership with other delivery organisations, Primary & Secondary Health Care and Local Authority provision	D	*	*				
	1	Strong interpersonal and communication skills (both written and verbal), combined with the ability to develop effective working relationships with customers and staff	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 customers	E	*	*				

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Skills	**4**	Ability to utilise Information Technology and Information, Learning and Technology both within learning and for administrative purposes	E	*	*				
	5	Ability to build relationships with key people outside the organisation	E	*	*				
	6	Strong analytical and problem solving ability	E	*	*				
	7	Facilitation skills	E	*	*				
	8	Creative thinking skills	E	*	*				
	9	Project management	D	*	*				
Personal Attributes	**1**	Professional approach – self-aware, innovative, able to motivate and support others	E	*	*				
	2	Team worker – able to work across the organisation and collaboratively with other partners	E	*	*				
	3	Ability to communicate effectively with people with a range of abilities and motivation.	E	*	*				
	4	Acts on own initiative without being prompted and adapts to change positively	E	*	*				
	5	Self-driven, results orientated with a positive outlook	E	*	*				
	6	Adaptable to changing priorities and workload	E	*	*				
	7	Ability to work in a non-discriminatory manner	E	*	*				

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Additional Requirements	**1**	Prepared to undertake occassional work out of hours	E	*	*				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				
	3	Hold a full driving license and have access to a vehicle	E	*					*
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				
	5	Ability to travel to other locations, including other Groundwork offices and training centres	E	*	*				
	6	Willingness to develop in role	E	*	*				