# **PERSON SPECIFICATION: HORTICULTURE SUPPORT OFFICER POST REFERENCE: SR-107033**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | To possess NVQ Level 2 in Horticulture (F) | NVQ 2/3 in Social Care (or equivalent) (F)  Assessor Award level 3 (F)  Possess NVQ Level 3 in Horticulture (F) |
| * **Work or other relevant experience** | Experience of working with adults with disabilities/additional needs (F)(I)  Experience of developing, planning and managing a horticulture site. (F), (I)  Experience of supporting working aged adults into Education, Employment or Training(F)(I) | Experience of delivering a person centred approach service (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Evidence of the ability to plan and implement own workload and deliver effective outcomes for clients and to meet deadlines (F) (I)  Evidence of the ability to communicate effectively with people at all levels including internal/external agencies and vulnerable people. (F) (I)  Excellent communication skills(F) (I)  Excellent organisation skills (F) (I)  Evidence of the ability to carry out health and safety risk assessments. (F) (I) | tieodeo  Knowledge of local authority policies and procedures (I)  Evidence of IOSHH certificate (F) | |
| * + **General competencies** | Ability to work effectively as a team member (I)  Ability to travel independently across the Borough (I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.