# **PERSON SPECIFICATION: EMPLOYMENT LINK WORKER POST REFERENCE: SR-107032**

**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 3 in Information Advice and Guidance (F) | NVQ 3 in Social Care (or equivalent) (F)  Willing to work towards NVQ Level 4 in IAG (F) |
| * **Work or other relevant experience** | Experience of working with adults with disabilities/additional needs (F)(I)  Experience of supporting working aged adults into Education, Employment or Training(F)(I)  Experience of working within an employment support setting(F)(I)  Experience of working within a multi-disciplinary  environment (F) (I) | Experience of delivering a person centred approach service (F), (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)  Evidence of the ability to carry out health and safety risk assessments. (F) (I) | Knowledge of local authority policies and procedures (I)  Evidence of IOSHH certificate (F), (I) | |
| * + **General competencies** | Ability to demonstrate good written and verbal skills (F) (I)  Ability to work effectively as a team member (I)  Able to use information technology appropriately (F) (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.