# **PERSON SPECIFICATION: YEI Employment and Project Development Assistant POST REFERENCE: 107056**

**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)** | Good standard of education including GCSE English and Maths at Grade C or above or equivalent (F) (I)  NVQ3 or equivalent in Information, Advice and Guidance (F) | NVQ4 in Information, Advice and Guidance or working towards. (F) (I)  IOSH Working Safely (F) |
| * **Work or other relevant experience** | Practical experience or involvement is assisting unemployed people to secure jobs and training. (F) (I)  Supporting the development and co-ordination of employability programmes. (F) (I)  Experience of working with multi agencies including voluntary / community groups, training providers, public and private sector organisations (F) (I) | Some experience of marketing and promoting services to multi agencies (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 meet deadlines. (F) (I)  An understanding of the barriers that face unemployed, local people in regards to employment and training (F) (I)  Ability to work to tight deadlines within a flexible and rapidly changing environment (F) (I) | tieodeo  Knowledge of local authority policies and procedures (I)  Knowledge of the unemployment / training issues that face businesses in regard to recruitment and training. (F) (I)  The ability to use a variety of tools including social media to assist unemployed people find employment (F) (I)  Experience of carrying out health and safety risk assessments (F) (I) | |
| * + **General competencies** | Ability to demonstrate good written and verbal skills (F) (I)  Ability to work effectively as a team member (F) (I)  Able to use information technology appropriately (F) (I)  Ability to travel independently (F) |  | |
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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.