# **PERSON SPECIFICATION: VOLUNTEER & RECOVERY COMMUNITY COORDINATOR POST REFERENCE: Insert**

**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.**

|  |  |  |
| --- | --- | --- |
| 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)** | GCSE Maths or English grade C and above or equivalent qualification (F)  *Minimum study -* Diploma/BTEC/NVQ3 or equivalent qualification in substance misuse, psychology, counselling, social work or health and social care (F) | Educated to Degree level (F)  Post-graduate management qualification (F) |
| * **Work or other relevant experience** | Experience of partnership working (F, I)  Experience of positively engaging and retaining people in a programme or activity (F, I)  Experience of working with and providing developmental support to people (F, I)  Experience of working with hard to reach groups (F, I)  Experience of building support networks for people (F,I)  Experience of interpreting complex information and making it accessible to people (F)  Experience of building support networks (F, I) | Experience of working within a substance misuse treatment setting (F)  Experience of delivering training to groups and a group work programme (F)  Experience of working with vulnerable individuals with multiple needs (F)  Experience of working with individuals with substance misuse issues (F)  Experience of leading on specific areas of service development or initiatives (F,I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**2**

|  |  |  |  |
| --- | --- | --- | --- |
| 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) | |
| * **Skills, abilities, knowledge and competencies** | Excellent communication skills (F, I)  Excellent interpersonal, relationship-building and collaboration skills (F, I)  Able to engage positively with people (F)  Able to work with groups and individuals to achieve success (F)  Able to work with others as part of a team (F)  Organised with the ability to manage competing demands, heavy workloads and deadlines (F)  Readiness to be creative, to innovate and learn - including trying out new methodologies and learning from mistakes (F)  Enthusiastic and optimistic (F, I) | tieodeo  Knowledge of national substance misuse strategies (F,I)  Knowledge of national criminal justice agenda and in particular reduction of drug related crime (F,I) | |
| * + **General competencies** | Able to adopt a common sense approach and work on own initiative (F)  Highly motivated and able to use own initiative and motivate others (F,I)  Ability to communicate at all levels (F,I)  Produce work to high standards (F,I,T)  Advocacy, offering guidance and mentoring support. (F&I)  Delivery of professional training. (F&I)  Able to undertake the demands of the post with reasonable adjustments where required. (I)  Drivers’ licence/access to own vehicle (F) | Knowledge of local services and geography (F&I) | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

|  |  |
| --- | --- |
| **Mandatory/Essential Training** | **Frequency** |
| Safeguarding  Equality & Diversity  Employee Protection Register  Information Governance  \*\*Any further training identified attributed to the role | Every 3 years  As required  As required  Annually |

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.