

Person Specification

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Evidence of direct work with vulnerable children, young people and/or adults to promote improved outcomes
- Demonstrable knowledge and understanding of child development
- Demonstrable effective organisational and time management skills
- Demonstrable effective partnership working to promote improved outcomes for service users
- Evidence of excellent communications skills (verbal and written)
- Demonstrable knowledge and understanding of safeguarding issues in relation to children and young people
- Demonstrable commitment to equal opportunities

Desirable

- Evidence of recent direct work with children and young people involved with the criminal justice system
- Knowledge and understanding of the youth justice system
- Recent experience of working in a team setting
- Level 4 NVQ qualification in child/social care or equivalent

Part B

The following criteria will be further explored at the interview stage:

- Ability to work flexibly and attend the police stations/designated place within specified timescale
- Ability to work in partnership with individuals and agencies to promote best outcomes for children and young people
- Applicant's communication skills and ability to work constructively with children, young people and adults within a criminal justice setting
- Understanding of and commitment to equal opportunities

Additional Requirements

- Enhanced DBS disclosure certificate
- The role involves working outside of normal office hours, weekends, and Bank holidays and therefore support from your line manager is required.

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Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be **further assessed at the interview stage**.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, able to work weekends or evenings etc.
- Staff working in CQC registered care homes providing accommodation and nursing care are required to have full vaccination status or a medical exemption and this should be included in Part B Additional Requirements for relevant jobs.