

**Part A**

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

**Essential**

- Minimum NVQ3 qualification in Child/Social Care or recognised professional qualification in a relevant field.
- Minimum of 2 years' experience working with children and families
- Demonstrable knowledge of child development
- Demonstrable effective partnership working to promote improved outcomes for service users.
- Excellent assessment, planning, intervention and reviewing skills
- Experience of multi-agency working
- Ability to use initiative and be responsive to dynamic changes when families are facing difficult situations and prioritise workload based upon presenting needs
- Ability to communicate effectively to a wide range of audiences (including the ability to write clear and concise reports).
- Demonstrable understanding of safeguarding issues in relation to children and young people
- Demonstrable commitment to equal opportunities.

**Desirable**

- Previous experience of working in an Early Help setting
- Working knowledge of the impact of childhood trauma

- Understanding of the “Child First Principle”
- Knowledge/understanding of Youth Justice and the factors that contribute to young people committing offences

## **Part B**

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

- Problem solving skills.
- Willingness to take responsibility for self-development.
- Ability to manage workload to tight time scales.
- Ability to work flexibly
- Ability to work in partnership with other agencies.

## **Additional Requirements**

Be prepared to work evenings and some weekends as dictated by the needs of the young person and family.

Occupational health clearance

Commitment to equal opportunities.

Enhanced DBS Disclosure Certificate

## Person Specification

### 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.