

PERSON SPECIFICATION: SENIOR OUTREACH OFFICER (YOUTH)

POST REFERENCE: 108286

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)	Good general education, including minimum GCSE Grade C or equivalent in Maths and English(F) Educational attainment at NVQ 2 or equivalent in Community Work, Information, Learning, Libraries or similar area, or relevant work experience in these areas (F)	Hold a recognised childcare/education/social/youth work or library qualification relevant to the demands of the post (F)
- Work or other relevant experience	Recent and extensive experience of working in a Community Hub or similar environment (F) Experience of working in a variety of settings with children & young people, parents/carers, teachers, vulnerable adults (F) (I) Experience of using technology in a community setting	Experience of working with children/young people (F) (I) Experience of working in a service provision environment with individuals and/or groups with specific needs. (F) (I)

	including facilitating Zoom sessions with adults and children. Experience of using IT in a work environment, including use of databases and competency in Microsoft Office applications, internet and e-mail. (F) Experience of providing a direct service to the community including excellent customer care (F) (I) Experience of working effectively both alone and as part of a team (F) Experience of working effectively with partner organisations (F) (I) A demonstrable commitment to ongoing training and development to improve work-related skills (F) Experience of supervising/and or managing staff	
- Skills, abilities, knowledge and competencies	Understanding of and commitment to the issues around safeguarding children and vulnerable adults. (F) Ability to motivate staff and encourage positive participation in the implementation of change. (I) Ability to organise and plan workload for self and others. (I) Ability to take responsibility for the security and supervision of buildings. (F) (I) Ability to search and retrieve accurate information from a variety of sources and keep statistical records. (F)	Ability to react quickly and effectively to unexpected and/or challenging situations. (I) Awareness of legislation relating to Community Hub and Library Services (I) Knowledge of Early Years agenda including the Children's Promise part of the Universal Library Offer. (F) (I) Ability to use Microsoft Office, Excel, Internet and e-mail (F) (I)

	Ability to demonstrate effective communication skills both oral and written, particularly with children and their carers. (F) (I) Understanding of social inclusion policies and ability to ensure the service provided is socially inclusive. (F) (I) Working knowledge of current of Health and Safety issues and practice relevant to public service provision. (F) Ability to demonstrate an awareness of reader development initiatives and a commitment to improving literacy and learning skills among children (F) (I)	
- General competencies	Car Owner / Driver	
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 Children	Annually
Manual Handling	Annually
Safeguarding Adults	Annually

Information Governance	Annually
Emergency Aid	Annually
EPR	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.