Hartlepool
Borough Council

PERSON SPECIFICATION: Casual Community Hub Assistant – Fab Lab

POST REFERENCE: 108121

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)**	NVQ3 level qualification or equivalent, relevant work experience or ongoing study in a creative/digital/teaching field (F)	
- **Work or other relevant experience**	Experience of providing direct service to the public in a work or voluntary capacity (F) (I) Experience of providing good customer care either as an employee or as a volunteer. (I)	Experience of engaging with a variety of ages, abilities and communities. (F) (I) Experience of Fab Lab / Makerspace related work. (F) (I) Experience of supervising staff or experience of having had responsibility for others. (F) (I)

- **Skills, abilities, knowledge and competencies**	Ability to explain or demonstrate how to use creative fabrication technology to the public (I) Ability to read and understand equipment manuals and software instructions. (F) Ability to signpost effectively to Community Hub partners and other agencies and organisations. (F) (I) Ability to work to a high level of accuracy (I) (T) Ability to search, retrieve and interpret information from a variety of sources. (F) (I) Ability to work in an organised and systematic way. (I) (T) Ability to work well both alone and as a member of a team (F) (I) Ability to adapt and take part in changes to a service (I)	Knowledge of Community Hub services and their relevance to the local community (F) (I) Administration skills including filing and use of office equipment (phone, photocopier, scanner, printer etc.) (F) Basic awareness of legislation relevant to libraries. (I)
- **General competencies**	Excellent customer services skills (F) (I) Competency in IT including Microsoft Office applications, the Internet and email (F) Ability to present a professional and appropriate attitude, manner and appearance (I) Willingness to take responsibility for building supervision and security. (I) Willingness to undertake sole working and/or work across multiple sites (F) (I) Evidence of commitment to undertake training and	Ability to problem-solve (I) Ability to work under pressure (I)

	development. (F) (I) Ability to travel independently to any Community Hub in the borough. (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
Community Hubs induction and development training (F)	On commencement of employment
Fab Lab technology induction	On commencement of employment and then as required to be able to stay up to date on the equipment that is available.
Safeguarding Adults	2 years
Safeguarding Children	3 years
Information Governance	Annually
Prevent Training	2 years
Fire Safety	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.

Date: October 2026