

Action in rural Sussex - Person Specification

Position: Employment Support Advisor Roles, the Work Programme

AirS Strategic Aims: 1, 2, 4

Criteria	Essential	Desirable
Education and qualifications	<p>Numerate to at least GCSE level or equivalent</p> <p>Literate in English to at least GCSE level or equivalent</p> <p>Educated to 'A' Level or equivalent</p>	<p>Information Advice and Guidance (IAG) qualification</p> <p>Coaching qualification</p> <p>Social work qualification</p> <p>Youth work qualification</p> <p>Educated to degree or equivalent</p>
Knowledge, skills and abilities	<p>Successfully delivering targets in welfare or wellbeing work on time and within budget</p> <p>Ability to facilitate peer group support</p> <p>Ability to manage a caseload effectively</p> <p>Effective team working</p> <p>Intermediate level (at least) use of Microsoft Office suite</p> <p>Ability to keep accurate and timely written records</p> <p>Ability to make logical judgements about risk and comply with risk assessment procedures</p> <p>Ability to learn new ICT-based methodologies</p> <p>Ability to communicate effectively in person and in writing</p> <p>Ability to plan and manage own time effectively</p> <p>Demonstrable understanding of how rural issues and location affect disadvantaged people</p> <p>Understanding of confidentiality principles</p> <p>Knowledge of rural Sussex, Surrey and/or Kent</p>	<p>Experience of project planning or project management</p> <p>Ability to support customers in planning budgets</p> <p>Ability to undertake training needs assessments</p> <p>Understanding of the Equality Act 2010 inc disability discrimination, and how this legislation applies to the delivery of services</p> <p>Knowledge of other language(s) especially those spoken by minorities in the contract area</p> <p>Understanding of issues and legislation affecting migrant workers</p> <p>Understanding of issues and legislation affecting working parents</p> <p>Understanding of current welfare benefit regulations</p> <p>Understanding of different learning preferences and how these affect how people develop and are motivated</p> <p>Understanding of the local network of referral and support agencies</p> <p>Understanding of vocational education provision including apprenticeships</p> <p>Understanding of volunteering and how this is changing</p>

Experience	<p>Experience of one-to-one support for disadvantaged people</p> <p>Experience of delivering information and advice in a rural context</p> <p>Experience of delivering personalised support to disadvantaged people in rural areas</p>	<p>Experience of a delivering support for employability and/or work skills for disadvantaged rural people</p> <p>Experience of referral to partner agencies and other support organisations</p> <p>Experience of one to one support for deaf or disabled people</p> <p>Experience of one to one support for young people (18-24s)</p> <p>Experience of enterprise or other 121 coaching</p> <p>Experience of brokering work placements or employment</p> <p>Experience of delivering training sessions and/or managing learning programmes</p>
Personal attributes	<p>Empathetic approach to customers and colleagues</p> <p>Flexible and able to adapt to change</p> <p>Ability to approach work positively under pressure and meet demanding targets</p> <p>Ability to learn quickly</p> <p>Ability to ask for help and advice</p> <p>Ability to learn from mistakes</p> <p>Resilience</p> <p>Integrity and credibility in dealings with disadvantaged people in rural areas</p>	
Other	<p>Ability to achieve enhanced CRB clearance for work with vulnerable adults</p> <p>Full clean driving licence and own car insured for work use or access to private means of transport or ability to demonstrate how you will meet this requirement</p>	