

PERSON SPECIFICATION

Post title: EMPLOYMENT ADVISER

Hours of work: 30 hours per week (Subject to confirmation)

Permanent contract (Subject to successful completion of 6 months' probation)

AF: application form, I: interview, T: test, A: assessment, D: document

DES: desired, ESS: essential.

| CRITERIA | DES | ESS | ASSESSED BY |
|--|------------|------------|--------------------|
| <u>Qualifications</u> | | | |
| Relevant professional, equivalent to NOCN/NVQ level 3 or 4 in IAG | * | | AF, D |
| Level 2 (GCSE equivalent) English and Maths | | * | AF, D |
| <u>Experience:</u> | | | |
| Working with people with mental health problems, or other people who are disadvantaged | * | | AF, I |
| Providing advice on learning/work | | * | AF, I, A |
| Experience of making vocational assessments | | * | AF, I, A |
| Experience of liaising with other Agencies to make placements | * | | AF, I |
| Experience of working with employers | * | | AF, I |
| Experience of producing person-centred action plans for clients | | * | AF, I, A |
| <u>Special Aptitudes/Skills:</u> | | | |
| Knowledge of benefits and | | | |

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|---|---|---|-------|
| the Equality Act (2010) | * | | AF, I |
| Able to undertake basic skills screening | | * | AF, T |
| Good IT skills – able to use Mac or PC , Windows and Office: Word, Excel, PowerPoint | | * | AF, T |
| Able to provide in-work benefit calculations | * | | AF |
| Able to motivate and encourage clients to set personal goals, thereby building confidence | | * | AF, I |
| Able to recognise barriers to accessing work or learning | | * | I, A |
| Able to monitor and keep accurate records | | * | AF, I |
| Able to assess clients for work readiness | | * | AF, I |
| Able to give advice on CVs and undertake interview preparation | | * | AF, I |
| Able to give training in workplace skills and behaviours | * | | AF, I |
| Maintain confidentiality | | * | AF, I |
| Able to recognise job opportunities for clients | | * | AF, I |
| Able to achieve targets | | * | AF, I |
| <u>Disposition:</u> | | | |
| Calm | | * | |
| Self-starter | | * | |

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|---|---|---|--|
| Well-motivated | | * | |
| Able to organise time efficiently | | * | |
| <u>Appearance:</u> | | | |
| Relevant to location and contact | | * | |
| <u>Other relevant circumstances:</u> | | | |
| Car driver and have access to car | * | | |
| Able to organise own travel if not a driver | | * | |