



WARRINGTON
Borough Council



European Union
European
Social Fund

PERSON SPECIFICATION

JOB TITLE: Journey First Key Worker
GRADE: Grade 6
DIRECTORATE: Growth
SERVICE: Warrington & Co

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	REQUIREMENTS (E) = Essential, (D) = Desirable	METHOD OF ASSESSMENT
EXPERIENCE	Experience of working with vulnerable young people and/or adults, supporting them into employment or training (E)	Application form, Interview
	Experience of working with employers, especially negotiating and providing solutions to employment based issues (E)	Application form, Interview
	Experience of setting up employment/work experience placements for vulnerable young people and/or adults (E)	Application form, Interview
	Experience of working with a wide range of people/organisations, recognising their different priorities/perspectives, and developing joint working for referral and/or progression routes (E)	Application form, Interview
	Experience of working within a performance based environment and a highly structured outcomes/based framework (E)	Application form, Interview
SKILLS AND ABILITIES	Effective communication skills, with the ability to communicate important information to project participants, Council managers, and delivery partners in a format which can be understood – oral and written (E)	Application form, Interview
	Good organisational skills with an ability to manage a busy caseload, prioritise and work	Application form, Interview

	effectively to tight deadlines, using your own initiative (E)	
	Ability to research local employment opportunities and able to provide clear pathways into getting into a job (E)	Application form, Interview
	Ability to work as a member of a team (E)	Application form, Interview
	Ability to use Windows software applications, including experience of using databases (E)	Application form, Interview
	Ability to undertake risk assessments of employer's premises and design of employment / work placement opportunities (D)	Application form, Interview
EDUCATION, QUALIFICATIONS, KNOWLEDGE	Relevant qualifications to at least NVQ Level 3 (E)	Application form, Interview
	Knowledge and understanding of safeguarding issues (E)	Application form, Interview
	Information, Advice and Guidance qualifications or equivalent experience supporting people into employment (D)	Application form, Interview
OTHER REQUIREMENTS	An Enhanced DBS disclosure will be required for this post (E)	Application form, Interview
COMMITMENT TO EQUAL OPPORTUNITIES	Ability to understand and demonstrate commitment to equality and diversity (E)	Application form, Interview
	Commitment to the promotion of Equal Opportunities policies (E)	Application form, Interview
COMMITMENT TO SERVICE DELIVERY / CUSTOMER CARE	Proven customer service skills, working sensitively and appropriately with a wide range of people and stakeholders (E)	Application form, Interview
	Exercise high levels of confidentiality and integrity around service users and partner relationships (E)	Application form, Interview
	Able to undertake appropriate training as necessary (E)	Application form, Interview

REVIEW ARRANGEMENTS:

The details contained in this Person Specification reflect the requirements of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change and with that the person specification may alter. Existing skills may no longer be required and other skills may be required without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Person Specification from time to time and will consult with the post holder at the appropriate time.

FUNDING ARRANGEMENTS:

This post is funded through the European Social Fund.

PREPARED / REVISED BY:

Tim Smith August 2020