

Ref: Employability & Careers Worker – Person specification

Assessment criteria	E	D	A	I
Qualifications and training				
L4 and/or equivalent training in education, careers, guidance or similar	E		/	
Safeguarding training or study	E		/	
Personal/professional development training relevant to this post		D	/	
Experience				
Experience of working in a role that improves outcomes for young people	E		/	/
Experience of working to support people with Special Educational Needs and Disabilities (SEND)		D	/	/
Experience of working in different educational settings		D	/	/
Experience of working in partnership and with multiple stakeholders		D	/	/
Experience of self-managing administration and IT systems for contract reporting		D	/	/
Experience of project coordination		D	/	/
Knowledge and understanding				
Knowledge of a range of different and engaging delivery that engages young people	E		/	/
Knowledge of the educational landscape	E		/	/
Skills and abilities				
Ability to understand and a willingness to work with confidentiality issues, policies and procedures and other statutory elements of the role	E		/	/
Ability to be able to motivate students	E		/	/
Ability to develop positive relationships with the diplomacy needed around partners and community integration	E		/	/
Ability to work on your own initiative and as part of a team	E		/	/
Ability to work under pressure	E		/	/
Ability to manage time effectively and prioritise workloads	E		/	/
Ability to use ICT effectively	E		/	
Excellent communication skills	E		/	/

Solution driven, clear thinker	E		/	/
Understanding on when to make decisions and when to consult/defer to others	E		/	/
Personal attributes				
Committed to working with people internally and externally to enable improvements to young people's employability skills	E		/	/
Commitment to the aim, values, ethos of the company	E		/	/
Commitment to the importance of this programme in enhancing young people's future options, opportunities and life chances	E		/	/
Committed, resilient and enthusiastic	E		/	/
An excellent record of reliability, punctuality and integrity	E		/	
Can show a positive commitment to the organisation's principles	E		/	/
Ability to work flexibly and in a responsive way with tact, discretion and confidentiality	E		/	/
Other				
A commitment to uphold and promote equality of opportunity	E		/	/
Demonstrates an understanding of Safeguarding issues relevant to the post	E		/	/

Key:

E = Essential D = Desirable A = Assessed by Application Form I = Assessed by Interview