

Personal specification

Job Title: Employment and Skills Officer
Directorate: Neighbourhood Services
Team: Community Development
Salary: £21,500 - 1 Year fixed term

		Desirable /Essential	Method of assessment
Qualification	An educational background to degree level, in social sciences, social work or a related field.	E	AF
Experience	Significant relevant experience	E	AF
	Knowledge and experience in dealing with Worklessness and/or skills development	E	AF & I
	Experience of delivering employment and skills programmes	E	AF & I
	Experience in monitoring and evaluating employment and skills initiatives	E	AF & I
	Experience of training others in signposting, advice and guidance.	D	AF&I
	Up-to-date knowledge and understanding of regeneration programmes	D	AF & I
	Experience of community development work.	D	AF & I
Knowledge, skills and abilities	Understanding of issues faced by Registered Social Landlords and residents in deprived communities	E	AF & I & T
	Knowledge of relevant funding streams and	D	AF & I

	bidding processes		
	Ability to work under pressure	E	AF & I
	Ability to work as part of a team and on own initiative	E	AF & I
	Experience of work in a changing environment	E	AF & I
	Excellent literacy and communication skills, (oral and written)	E	AF & I & T
	Ability to prioritise work	E	AF & I
	Commitment to customer care	E	AF & I
	Presentation and report writing skills	E	AF & I & T
	Willingness to seek responsibility	E	AF & I
	ICT literate	E	AF & I & T
Other	Prepared to attend evening meetings on occasion	E	I
	Criminal Record Clearance (Enhanced Disclosure)	E	CRB
	Full, clean driving licence – ability to travel across Sefton and Merseyside	E	AF

AF = Application form

I = Interview

T = Test