

**PERSON SPECIFICATION**

**LIVE, WORK, THRIVE COACH**

**CANDIDATE NO:**

<b>For office use only</b>		
<b>Shortlisted:</b>	<b>Yes/No</b>	<b>Internal/External</b>
<b>Result of Interview</b>	<b>Appoint / Hold / Not Appointable</b>	
<b>Reasons for Decision</b>		
<b>Chair of Panel:</b>		<b>Date:</b>

**FOR OFFICIAL USE ONLY – NOT TO BE COMPLETED BY CANDIDATES**

CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
<b>WORK RELATED EXPERIENCE</b>					
<i>ESSENTIAL:</i>					
Minimum two years' experience, paid or unpaid, working with individuals accessing opportunities, ideally relating to work and learning	Application Form and interview				
Experience working with clients who are facing barriers to work and learning (specifically clients with disabilities,	Application Form and interview				



Supporting children,  
young people and families

including learning disabilities, members of the BAME community and the over 50's)					
Experience of lone working policies and practice	Application Form and interview				
Familiarity with routes into, and the opportunities available within adult education	Application Form and interview				
<b>SKILLS AND ABILITIES</b>					
<i>ESSENTIAL</i>					
A flexible approach to meet client needs	Application Form and interview				
Ability to work with minimal supervision.	Application Form and interview				
<b>KNOWLEDGE</b>					
<i>ESSENTIAL</i>					
Appropriate professional qualification or Degree	Application Form and interview				
Level 2 or equivalent qualification in "Information and Advice" or willingness to undertake this qualification to study in own time where necessary.	Application Form and interview				
Good understanding of data protection requirements	Application Form and interview				
Clear understanding of participant confidentiality	Application Form and interview				
Knowledge of the benefits system	Application Form and interview				
Up to date knowledge of good employment practices which support the	Application Form and interview				



Supporting children,  
young people and families

placement of clients with barriers to work e.g. disability discrimination, flexible working.					
Good understanding and experience of Microsoft Office packages	Application Form and interview				
<b>PERSONAL QUALITIES</b>					
<b>ESSENTIAL</b>					
Able to work effectively as part of a team and on own initiative	Application Form and interview				
Be confident in dealing with participants, partners and funders and be able to respond at all levels	Application Form and interview				
Tact, diplomacy					
Resilience to withstand peaks in workload	Application Form and interview				
Emotional resilience to work objectively and professionally with vulnerable people	Application Form and interview				
Understanding of or willingness to learn about the needs of a wide range of socially excluded people.	Application Form and interview				
<b>CIRCUMSTANCES</b>					
<b>ESSENTIAL</b>					
Ability to travel throughout Hastings and Rother	Application Form and interview				
Able to undergo enhanced DBS & health checks as required	Application Form and interview				