



**Learner Engagement Worker**

**PERSON SPECIFICATION**

**CANDIDATE NO:**

<b>For office use only</b>		
<b>Shortlisted:</b>	Yes/No	<b>Internal/External</b>
<b>Result of Interview</b>	Appoint / Hold / Not Appoint	
<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>					
<b>ESSENTIAL</b>					
1. Experience of working with disadvantaged adults	Application Form and interview				
2. Experience in the planning and support of consultation and group forums	Application Form and interview				

3. Experience of working in the community	Application form and interview				
4. Experience of recruiting and supporting volunteers to enhance project delivery	Application form and interview				
<b>SKILLS AND ABILITIES</b>					
<b>ESSENTIAL</b>					
1. Ability to be tactful, sensitive and diplomatic when working with others	Application Form and interview				
<b>CRITERIA</b>	<b>HOW JUDGED</b>	<b>MET</b>	<b>PARTLY MET</b>	<b>NOT MET</b>	<b>COMMENTS</b>
2. Ability to use own initiative with resources available in supporting the project	Application form and interview				
3. Sound interpersonal skills	Application Form And interview				
4. A good general standard of education and a demonstrable ability to apply knowledge	Application Form And interview				
5. Willingness to work collaboratively and co-operatively with partner agencies and learners	Application Form And interview				
6. Ability and skills to use social media as an engagement tool with learners	Application Form and interview				
7. Excellent IT skills and use of applications	Application Form and interview				
8. Record keeping, monitoring data,	Application				

and report writing skills	Form and interview				
<b>DESIRABLE</b>					
1. Information, Advice and Guidance qualification	Application Form and interview				
<b>KNOWLEDGE</b>					
<b>ESSENTIAL:</b>					
1. Good knowledge of GDPR and confidentiality	Application form and interview				
<b>CRITERIA</b>	<b>HOW JUDGED</b>	<b>MET</b>	<b>PARTLY MET</b>	<b>NOT MET</b>	<b>COMMENTS</b>
2. Knowledge and understanding of Safeguarding Vulnerable Adults	Application form and interview				
3. Knowledge of and ability to maintain professional boundaries	Application form and interview				
4. Understanding of inclusion and diversity	Application form and interview				
<b>DESIRABLE</b>					
1. Knowledge of European funded projects	Application Form And interview				
<b>OTHER</b>					
<b>ESSENTIAL</b>					
1. Able to demonstrate ability to travel across Hastings and St Leonards	Application Form And interview				
2. A willingness to work flexibly,	Application				

including some evenings and weekends	Form And interview				
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