Person Specification

**Job Title Employment Advice Officer (Evolve Project)**

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| **Job Purpose and Role** | 1. To research and identify VI clients suitable for the programme and to then register, assess and induct all new clients to ascertain their aspirations, skills and abilities to prepare a personal profile and development / action plan. 2. To plan, deliver and develop a wide range programme of pre-employment and soft skills training, life skills, social and recreational activities to move clients into employment, education and to become economically active. 3. To deal with the barriers to employment and social exclusion, building their confidence and self esteem, as well as helping them to lead autonomous lives, gain employment, and play a full part as citizens in their communities. 4. To organise and drive Beacon Bus to various locations within South Staffordshire region to increase accessibility and awareness. 5. To supervise administrator. |

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| Factor | Essential | **Desirable** | **How Identified** |
| Qualifications | NVQ Level 4 in either Care/ Management/AIG  Teaching or Training Qualification | Diploma in Rehabilitation studies or other recognised qualification  Health & Safety and First Aid qualifications – IOSH certificate  IT Related qualification | Application Form  Certificates at Interview |
| Training | Safeguarding  Equal Opps  Associated Software Training | Various IT software packages and other aids and adaptations devised for visually impaired people .  Willingness to undergo training as required by the post | Application Form  Certificates at Interview  References  Interview |
| Experience | Ability to assess skills, abilities and achieve desired outcomes of individuals  Experience in writing course material and delivering training to individuals and groups Management of project/ function  Ability to write personal development programmes for clients.  Excellent recording, monitoring & report writing | Awareness of issues facing visually impaired or disabled people  Assessment of Clients (Rehabilitation)  Design skills  Marketing / Sales Experience | Application Form  Interview  References |
| Special Knowledge and Skills | Excellent IT and administration skills  Knowledge of the various benefits  Excellent organisation skills  Knowledge of training programmes and their funding  Knowledge of BBO Lead Partner & Providers | Visual Impairment knowledge  Good communication skills at all levels  Proven networking skills and partnership working  Experience in keeping records and evaluation. | Application Form  Interview  References |
| Personal Qualities/ Attributes | The ability to work on own initiative and plan own programme of work.  Able to promote and set up a new service  Ability to achieve outcomes & outputs to deadlines  Communication with a wide range of people eg professionals, etc | Good negotiation skills,  Self motivated with ability to motivate others | Application Form  Interview  References |
| Commitment | Ability to work flexibly to provide a service to the client base  Adhere to all Health & Safety & Confidentiality Issues.  Driving licence & access to vehicle | A vibrant, outgoing personality with drive to develop the service | Application Form  Interview  References |