



Person Specification

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

Job Purpose and Role	<ol style="list-style-type: none"> 1. To research and identify VI people and others with disabilities/barriers to employment and who are 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 work in conjunction with the Communications & Administrator to ensure compliance of the funders requirements for paperwork processes and audits
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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	Awareness of issues facing visually impaired and disabled people Assessment of Clients (Rehabilitation)	Application Form Interview References

This post is funded through the European Social Fund and the National Lottery Community Fund

Charity No 216092



	<p>Experience in writing course material and delivering training to individuals and groups</p> <p>Management of project/ function</p> <p>Ability to write personal development programmes for clients.</p> <p>Excellent recording, monitoring & report writing</p>	<p>Design skills</p> <p>Marketing / Sales Experience</p>	
Special Knowledge and Skills	<p>Excellent IT and administration skills</p> <p>Knowledge of the various benefits</p> <p>Excellent organisation skills</p> <p>Knowledge of training programmes and their funding</p> <p>Knowledge of BBO Lead Partner & Providers</p>	<p>Visual Impairment knowledge</p> <p>Disability Knowledge</p> <p>Good communication skills at all levels</p> <p>Proven networking skills and partnership working</p> <p>Experience in keeping records and evaluation.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Personal Qualities/ Attributes	<p>The ability to work on own initiative and plan own programme of work.</p> <p>Able to promote and set up a new service</p> <p>Ability to achieve outcomes & outputs to deadlines</p> <p>Communication with a wide range of people eg professionals, etc</p>	<p>Good negotiation skills,</p> <p>Self motivated with ability to motivate others</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Commitment	<p>Ability to work flexibly to provide a service to the client base</p> <p>Adhere to all Health & Safety & Confidentiality Issues.</p>	<p>A vibrant, outgoing personality with drive to develop the service</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>



	Driving licence & access to vehicle		
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