

Person Specification

Job Role: Part Time Youth Worker

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

	Essential	N/A	How identified
1. Qualifications			
<p>What does the job require in the way of: -</p> <p>Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.</p>	NONE	✓	Formal possession of an appropriate qualification to be verified at interview or from records.
2. Experience			
<p>What does the job require in the way of: -</p> <p>Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</p>	<p>Some previous experience around working with young people in a paid or voluntary capacity.</p> <p>And / Or</p> <p>Other experiences relating to young people.</p>	<input type="checkbox"/>	<p>Past employment activity record.</p> <p>Performance in related selection methods, e.g. presentation, group discussion.</p>
3. Training			
<p>What does the job require in the way of: -</p> <p>Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.</p>	A willingness to undertake training as prescribed by management.	<input type="checkbox"/>	<p>Past training history from application form and records.</p> <p>Selection process by demonstration of ability to display knowledge and skills at the interview.</p>

4. Special Knowledge			
<p>What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?</p>	<p>An understanding of issues faced by young people on a day-to-day basis.</p>	<input type="checkbox"/>	<p>Qualifications held and demonstration of knowledge at interview.</p>
5. Circumstances (personal)			
<p>What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.</p>	<p>Have a flexible approach to work.</p> <p>A willingness to work unsociable hours, including evenings and weekend work.</p> <p>Be adaptable to working with difficult / challenging young people.</p>	<input type="checkbox"/>	<p>Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.</p>
6. Disposition			
<p>How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.</p>	<p>Able to work with minimal supervision.</p> <p>Able to keep accurate records.</p> <p>Attention to detail.</p> <p>Ability to meet deadlines and be punctual.</p> <p>Good communication skills.</p> <p>An ability to get on well with others.</p> <p>An ability to work as a team or an individual.</p> <p>Deal with challenging behaviour in a non-confrontational manner.</p> <p>Commitment to equal opportunities and working in a non-oppressive manner.</p> <p>Ability to motivate young people.</p>	<input type="checkbox"/>	<p>Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.</p>

7. Practical and Intellectual Skills			
<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>	<p>Ability to be involved in decision making processes.</p> <p>Ability to relate to young people.</p>	<input type="checkbox"/>	<p>Performance in related selection process.</p>
8. Legal Requirements			
<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>	<p>Subject to full criminal record checks.</p> <p>Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) – see attached job description.</p>	<input type="checkbox"/>	<p>Application form and interview questioning and references.</p>