STEP BY STEP ADVISOR PERSON SPECIFICATION



You will need to demonstrate in your application and at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of the desirable criteria will also assist you in your application. Your supporting statement should be concise, explain why you are suitable for the role with particular reference to the job description and person specification.

Кеу					
A = Applicatio	n P = Presentation T = Test I = Intervie	ew			
Criteria	Requirement	Essential/ Desirable	Measurements		
Qualifications	 Information and Advice Qualification at Level 3 or above Level 2 Literacy, Numeracy, and IT or able to demonstrate strong levels through work history 	Desirable Essential	A Al		
Experience	 Experience working in an advisory role providing information, advice and guidance Experience in working with people and engaging with them to reach a desired outcome Experience in working to targets and deadlines Experience in outreach work or working in a community setting Experience in the use of Microsoft Office packages and the ability to use online computer systems, inputting real-time data and completing reports and case studies to evidence work completed 	Desirable Essential Desirable Essential Essential	AI AI AI AI AI		
Knowledge	 Knowledge of the benefits agency and all disability/employment-related benefits Knowledge of the effects of being NEET or Unemployed on people. An understanding of the employment needs, and challenges faced by people who are long-term unemployed. Knowledge of the local labour market – routes into the labour market and knowledge of progression routes including local education, training and specialist service provision 	Desirable Essential Essential Essential	A A A		
Skills	 Progression relation relation relation relation, training and operation correct provides provided in the provided of the provided	Essential Essential Essential Essential Essential Essential Essential Essential Essential	AI AI AI AI AI AI AI AI A		

10. The ability to create and maintain effective working relationships with partners to ensure that clear pathways of progression into learning and employment can be achieved	Essential	A
11. Flexible approach to all tasks and duties with a team ethos12. Willingness to undertake training and development activity	Essential Essential Essential	A A A