



## PERSON SPECIFICATION

Job Title:	<b>Skill Plus Worker</b>
Service /Department:	Skills Plus/ Welcome Aboard
Service Group:	EVE Works
Location:	Lincoln and Lincolnshire

### Measurement Codes

**A = Application Form**  
**T = Test/Assessment**

**P = Pre employment checks**  
**R = Reference**

**I = Interview**  
**D = Documentary Evidence**

<b>Factors</b>	<b>Competence level required</b>	<b>Measure</b>
Experience	<i>Experience of teaching/ training socially excluded client group aged over 16 years of age in life skills</i>  <i>Experience of delivering courses at Entry and Level one.</i>	<b>A I R T</b>
Knowledge/qualifications	<i>Has or Willing to work towards qualified teaching and learning status</i>	<b>A D</b>

Face to Face	<p>Ability to motivate people</p> <p>An active listener, able to build rapport because they understand their audience and the language that is appropriate to them.</p> <p>Recognises and responds to non verbal communication</p>	<b>I</b>
	<p>Non judgmental, able to motivate others, able to challenge without being confrontational.</p>	<b>A I</b>
	<p>Presents in a way appropriate to situations</p>	<b>I</b>
	<p>Able to deliver effective training in groups or one to one</p>	<b>A I</b>
Systems and Paperwork	<p>Reads, understands and follows procedures and instructions.</p> <p>Writing skills that enable writing of schemes of work, learning plans, handouts, action plans, email responses and other records to a standard that</p>	<b>AT</b>

	others can easily and quickly understand.	
	Adequate money handling skills	<b>A</b>
	Accurate & effective computer skills in email, word processing and data entry.	<b>A</b>
	Organises time efficiently and effectively, including diary management and prioritisation whilst maintaining a degree of flexibility.	<b>I</b>
	Accurate completion of monitoring data	<b>T</b>
Team working	Observant and aware of others and the impact of events and incidents on others. Looks for positive solutions to difficulties.	<b>I R</b>
	Does co-operate and compromise with colleagues based on joint decisions	<b>I R</b>
Breadth of role	Experience of supervising and supporting volunteers desirable	<b>A</b>

Personal Qualities	<ul style="list-style-type: none"> <li>• Belief that people can change and succeed</li> <li>• Believes and promotes service users as colleagues.</li> <li>• Values the importance of learning.</li> <li>• Values continuous improvement, innovation and quality.</li> <li>• Can demonstrate the limits of professional boundaries</li> </ul>	<b>A I</b>
Requirements due to working environment	Full Driving licence & vehicle available for work	<b>A D</b>
Equality & Diversity	Works effectively with people regardless of their appearance or beliefs.	<b>A I</b>

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