**

**Person Specification**

**Employability / Step Ahead Lead Worker**

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| **Criteria** | **E- Essential****D - Desirable** | **Assessment** |
| AF | I | T |
| QUALIFICATIONSAccredited qualification(s) in relevant field such as adult social care, mental health, addiction | D | X |  |  |
| KNOWLEDGE, SKILLS, EXPERIENCEConsiderable proven experience of working with vulnerable people and/or people with complex needsDemonstrable experience of working within the employment / employability sector and evidence of specific expertise in relation to supporting vulnerable clients overcome barriers to employmentA good understanding of the wider barriers experienced by individuals with experience of homelessness or who are vulnerably housedProven knowledge and understanding of adult safeguardingExperience of developing client journeys and case management approachesDemonstrable experience of developing and maintaining effective professional partnerships and networks.Demonstrable experience of devising and delivering effective 1-1 and group work sessionsGood understanding of current legislation in relation to homelessness and housingOutstanding communication skillsExcellent organisational skillsAbility to plan and organise workload and caseworkCompetent IT user including Word, Excel, Outlook, internet Experience of using a client case management databasePrevious experience of managing staff or volunteersExperience of working in the voluntary sector | EEEEEEEEEEEEDED |  XXXXXXXXXXXXXXX | XXXXXXXXXX | XXXX |
| BEHAVIOURS AND PERSONAL ATTRIBUTESStrong alignment and commitment to organisational valuesWorks well in a team setting, recognising and embracing the value of differing strengths and approaches within the team.Ability to uphold good personal boundaries when working with vulnerable people. Exercises tact and discretion dealing sensitively with challenging situations Highly energetic with a passion for working with people whose voices are less heard in society Proactive and able to independently seek out opportunities to improve practice  Highly resilient and able to manage the emotional challenges of working with an extremely vulnerable client group Able to be resourceful and find creative solutions to problems Ability to work flexibly | EEEEEEEEE | XXXXXXXXX | XXXXXXXXX | XXXXX |
| SPECIAL REQUIREMENTSEnhanced DBSFull driving licenceFluent in language other than English | DDD | XXX |  |  |