**Person Specification – Targeted Support Worker**

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Evidence

| **Person Specification** | | | | |
| --- | --- | --- | --- | --- |
| **ESSENTIAL** | **Method of Assessment** | | | |
|  | **A** | **I** | **E** | |
| **Education and qualifications** |  |  |  | |
| **NVQ level 2 or 3 or equivalent in a relevant discipline** |  |  |  | |
| **Clear enhanced DBS** |  |  |  | |
|  |  |  |  | |
| **Employment History** |  |  |  | |
| **Relevant previous or current employment or voluntary work, focusing on working with families** |  |  |  | |
|  |  |  |  | |
| **Skills and experience** |  |  |  | |
| **Ability to prioritise and plan workload** |  |  |  | |
| **Proficient with Microsoft Office and ICT technology** |  |  |  | |
| Experience of supporting families |  |  |  | |
|  |  |  |  | |
| **Supporting families** |  |  |  | |
| **Understanding of the needs of families with young children** |  |  |  | |
| **Knowledge of safeguarding issues** |  |  |  | |
| **Ability to quickly build trust and rapport** |  |  |  | |
|  |  |  |  | |
| **Working in partnership and in the wider context** |  |  |  | |
| **Ability to work as part of a team** |  |  |  | |
| Ability to network within the community |  |  |  | |
|  |  |  |  | |
| **Self management/personal attributes** |  |  |  | |
| **Excellent Interpersonal skills** |  |  |  | |
| **A positive and creative approach to tackling tasks** |  |  |  | |
| **Commitment to good safeguarding practice** |  |  |  | |
| **Commitment to equal opportunities/non-discriminatory practice** |  |  |  | |
| **Understanding of the need for professional confidentiality** |  |  |  | |
| **Good written communication skills** |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **Special requirements** |  |  |  | |
| **Able to work flexibly, including occasional out of hours work.** |  |  |  | |
| **Willingness to access training opportunities** |  |  |  | |
| **Eligibility to work in the UK** |  |  |  | |
| **Have a valid, clean driving licence and a car** |  |  |  | |
|  |  |  |  |  |

| **DESIRABLE** | **A** | **I** | **E** |
| --- | --- | --- | --- |
| **Knowledge of services available for children and families** |  |  |  |
| **Experience of completing applications including for housing and financial support** |  |  |  |
| **Knowledge of the voluntary sector** |  |  |  |
| **Knowledge and understanding of the area we cover** |  |  |  |
| **Knowledge of current legislation and policies relating to children and families** |  |  |  |