**TEAM LEADER – PHOENIX PROGRAMME**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | A relevant teaching qualification e.g. Cert Ed, PTLLS, CTLLS or DTLLS or be willing to work towards.  Excellent literacy and numeracy | AF/I/C  AF/AC/I |
| **WORK EXPERIENCE** | Experience of:   * Working with young and vulnerable persons * Delivering training and development activities * Mentoring and supporting others | AF/I  AF/I AF/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Phoenix Programme * Community safety at local, regional and national level   Ability to:   * Prepare and produce comprehensive reports * Carry out risk assessments * Undertake administrative activities * Develop and deliver effective presentations * Work on own initiative and as part of a team * Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets. * Demonstrate excellent interpersonal skills to enable liaison at all levels. * Demonstrate well developed IT skills using Microsoft Office Suite. * Effective planning and organisation skills. * Maintain confidentiality * Maintain a confident and resilient attitude in highly challenging situations.   Awareness of safe working principles and practices associated with Health and Safety.  Awareness of the principles of Diversity and Equality. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I |
| **OTHER** | Must be able to support other diversionary activity programmes, work to a flexible working scheme, which may include some weekends/evenings.  **NB: This post will be subject to an enhanced DBS check prior to appointment** | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates