# **PERSON SPECIFICATION:** Engagement & Development Worker **Post Reference:** 107711

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Good general level of education including GCSE English & Mathematics grades A-C or equivalent. (F) * NVQ Level 3 in IAG, Management or any other Related Subject (F) | * Willing to work towards Level 4 in Project Management if not already acquired (I) |
| * **Work or other relevant experience** | * Experience of coordinating external projects (F) (I) * Experience of developing effective partnerships with local residents and community groups (F) (I) * Experience of organising events (F) (I) * Experience of delivering capacity building support to community or charitable groups (F) (I) * Experience of securing external funding (F) (I) * Experience of engagement with key stakeholders to secure outcomes (F) (I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), I | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), I | |
| * **Skills, abilities, knowledge and competencies** | * Knowledge of the local community and agencies who can provide specialist support to charitable groups (F) (I) * Ability to identify opportunities and plan actions to assist with capacity building (F) (I) * Ability to plan and develop projects in partnerships with stakeholders including VCS groups to support hard to reach groups access employment and training (F) (I) * Ability to write reports and effectively communicate both written and verbally (F) (I) * Ability to work as part of a team or on your own initiative (F) (I) * Ability to prioritise workloads whilst maintaining the same high standards (F) (I) * Ability to work under pressure and meet tight deadlines (F) (I) |  | |
| * + **General competencies** | * Good ICT skills (F) (I) * Ability to develop plans on own initiative (F) (I) * Ability to work on own initiative and as part of a team (F)(I) * Good problem solving skills (F)(I) * Sound communication skills both written and oral (F) * Ability to work with a wide range of partners. (F)(I) |  | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Safeguarding  Prevent  Equality & Diversity  Information Governance | Annual  Annual  Annual  Annual |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.