



Routes Project Coordinator

Whitehawk Inn

Person Specification

Ref: 1059

Fixed Term until 31 October 2022

This post requires that the post holder has the skills and experience to fulfil the job description. **Please address yourself to the points marked * below** and explain clearly in your application how your experience and knowledge meets each of these requirements.

Experience:

- * 1 Experience of brokering employment and training opportunities.
- * 2 Experience of working with people who have multiple and complex needs such as rough sleeping, addiction issues, physical or mental health difficulties, personality disorders, dual diagnosis, trauma, or offending.
- 3 Experience of implementing new initiatives and / or embedding best practice.
- 4 Experience of budget management or control of operational expenses.
- 5 Experience of effective joint working with private, statutory, and voluntary organisations.

Essential Skills/Ability/Knowledge:

- * 6 An understanding of how to overcome barriers that participants may face in accessing employment.
- 7 An understanding of the welfare benefits system and how that relates to people in employment.
- 8 Ability to carry out comprehensive needs assessments and develop support plans.

- 9 Ability to develop and implement appropriate policies and procedures for employers and participants to ensure the safety and well-being of any participants on work experience placements.
- 10 Ability to provide advice and support to keyworkers, employers and others support participants to achieve employment goals.
- * 11 Ability to meet targets, deadlines, collect monitoring data and report on performance.
- 12 Ability to communicate effectively with a variety of people and audiences.
- 13 Knowledge of risk management and health and safety.
- 14 Knowledge of psychologically informed practice and trauma informed care.
- * 15 Ability to plan work, work independently, and prioritise competing demands.
- 16 Competent IT skills and experience of using Microsoft Word and Excel.

Other Essential:

- * 17 A commitment to the development and implementation of Equal Opportunity Policies.
- 18 Be able to promote excellence in all aspects of programme design and delivery, enabling and empowering participants to strive for and believe that personal excellence is a realistic and attainable achievement.
- 19 Be able to publicise and promote participant opportunities internally and with external stakeholders.
- * 20 Have the networking skills to be able develop a closer network of communications, co-operation, joint projects, and skills exchange with other agencies in the community.