

STEPPING STONES NI

39 Seymour Street, Lisburn, Co. Antrim, BT274SY.

PERSONNEL SPECIFICATION

Post: Employment Services Coordinator
Date: May 2018
REF: SS/18/10

Analyst: Jenna Pike

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method Assessment</u>
Education Attainments	GCSE English and Maths or equivalent.	Diploma in supported Employment.	Application Form/ Proof of Certificates
Job Experience and Training	<p>2 years' experience in a management/supervisory role, ideally in the voluntary sector/supported Employment environment.</p> <p>Experience in the coordination of a Service/department/project and in Supervising a team to meet targets</p> <p>Experience in working and liaising With employers in the local business Community to secure employment Opportunities</p>	Demonstrable experience and knowledge of how to support people with learning disabilities in a work setting.	App Form / Interview / References
Specialist Knowledge	<p>Understanding of the issues/barriers related to employment and disability.</p> <p>Can demonstrate good communication and marketing skills to engage stakeholders</p> <p>A working knowledge and experience in recording, monitoring and evaluation.</p>	Working knowledge of quality assurance processes.	App Form / Interview / References
Special Skills / Aptitudes	<p>Proficient in MS Office including spreadsheets & databases.</p> <p>Excellent planning and organisation skills.</p>	European Computer Driving Licence (ECDL)	App Form/ Proof of certificates/ Interview / References
Disposition	<p>Flexible & adaptable, able to prioritise effectively.</p> <p>Positive 'can do' attitude to working in a team and providing an internal service</p> <p>Able to work effectively without supervision and act on own initiative</p> <p>Demonstrable communication skills written & oral</p> <p>Professional, yet approachable manner</p> <p>Ability to remain calm in difficult situations</p>	Display evidence of the values and attitudes required to work with young people with a learning disability/difficulty	App Form / Interview / References
Personal Circumstances	<p>Full Driving License</p> <p>Willing to undertake overtime if required</p>		App Form / Interview
Other	Reliable attendance and timekeeping		App Form / Interview / References

