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| **Applicant Declaration of Achieving Essential Criteria****Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Role:** Jobmatch Career Mentor |
|  | **Essential criteria** | **Please specify how you meet the essential criteria in each area.** |
| **Qualifications** | 4 GCSE’s (or equivalent) at grade C or above to include English |  |
| Possess or be willing to work towards a Level 3 qualification (or equivalent) in Advice & Guidance (or similar qualification) |  |
| **Experience** | Experience of designing and delivering holistic needs-led support to clients seeking employment and/or training opportunities. This includes assessing need, developing action plans, ensuring actions are implemented and reviewed on a regular basis over a reasonable period of time |  |
| Experience of sourcing training and or employment opportunities for those unemployed or disengaged with education or training over a reasonable period of time |  |
| Experience of working to and understanding Adult Safeguarding policies, procedures and legislation |  |
| A demonstrable track record of consistently having met and exceeded targets in a targeted oriented role over a reasonable period of time |  |
| Experience of carrying out home visits or lone working  |  |
| **Job related Knowledge** | Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook |  |
| **Skills and Competencies** | Ability to coach, mentor and develop others  |  |
| Excellent written communication skills  |  |
| **Other requirements** | Full driving license and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role. |  |