



## PERSON SPECIFICATION

**JOB TITLE:** Employment Officer

**LOCATION:** London Borough of Barnet – Community-based, job clubs and employer sites

**HOURS OF WORK:** 21 hours per week

POST REQUIREMENTS/ CRITERIA	ESSENTIAL/ DESIRABLE		ASSESSED FROM APPLICATION FORM/INTERVIEW/ TEST
<b>EXPERIENCE RELEVANT TO POST</b>	<b>E</b>	Experience of working directly with people with learning disabilities and/or autism in a community setting.	<b>A</b>
	<b>E</b>	Experience delivering employment support, employability programmes or job coaching.	<b>A/I</b>
	<b>E</b>	Experience managing a caseload and supporting individuals towards outcomes (e.g. employment, training, progression).	<b>A/I</b>
<b>SKILLS &amp; ABILITIES/ SPECIAL APTITUDES</b>	<b>E</b>	Demonstrate commitment to supporting individuals into employment and independence..	<b>A/I</b>
	<b>E</b>	Able to maintain clear and accurate records.	<b>A/I</b>
	<b>E</b>	Ability to support CV writing, job applications and interview preparation.	<b>A/I</b>
	<b>E</b>	To have good communication skills.	<b>A/I</b>
	<b>E</b>	Ability to give advice and advocate for service users.	<b>A/I</b>
	<b>E</b>	Ability to access and respond to needs expressed by the service users.	<b>A/I</b>
	<b>E</b>	To work in partnership with colleagues, families, carers, professionals from other agencies, e.g. Social Services and Health.	<b>A/I</b>
	<b>E</b>	To be able to use own initiative, to have the confidence to work alone and know when to seek advice and source information.	<b>A/I</b>
	<b>D</b>	To be able to use own initiative, work independently and know when to seek advice.	<b>A/I</b>



	E	Word processing skills.	A/I
	E	A knowledge and understanding of the White Paper – Valuing People.	A/I
	E	Ability to build relationships with employers and external partners.	A/I
<b>KNOWLEDGE RELEVANT TO JOB:</b>	E	Knowledge of employment pathways and barriers for people with learning disabilities and autistic people.	A/I
	D	Knowledge of benefits related to employment (e.g. Universal Credit, Access to Work).	A/I
	E	Knowledge of benefit entitlement for people with learning disabilities.	A/I
	D	Understanding the role of statutory services (e.g. Jobcentre Plus, Social Services).	A/I
	D	Knowledge of services in Barnet.	A/I
<b>EDUCATION</b>	E	A good secondary education.	A
	D	Relevant qualification in employment support, health & social care or equivalent experience.	A
<b>TRAINING</b>	E	To undertake relevant training as required.	A/I
	E	To take part in and contribute to supervision.	A/I
	E	To take part and contribute to appraisal.	A/I
	D	First Aid Certificate.	A/I
<b>SPECIAL JOB REQUIREMENTS</b>	E	Commitment to supporting individuals into employment outcomes.	A/I
	E	Good listening skills.	A/I
	E	Availability to work flexibly as necessary to meet the needs of the service.	A/I
	E	Mobility to include the use of public transport and climbing stairs.	A/I
	D	Car driver and the use of a car.	A/I



EQUAL OPPORTUNITIES	E	To have knowledge and awareness and actively promote anti-discriminatory practice at all times.	A/I
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**The information on this form will be the basis on which applications will be short-listed. All applicants with a disability who meet the essential criteria to be short-listed/invited for interview.**