

## Person Specification - IPS Employment Advisor



Person Specification			
Area	Essential	Desirable	How Identified
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>A good standard of education or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 or higher in Information, Advice and Guidance (or equivalent qualification).</li> </ul>	Application / CV
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of providing effective advice and guidance, including coaching and mentoring, to individuals in challenging circumstances.</li> <li>Experience of working with local government agencies and voluntary sector organisations to access appropriate support and interventions in support of service users.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering Individual Placement and Support (IPS).</li> <li>Experience in the voluntary sector.</li> <li>Experience of working with Military Veterans.</li> </ul>	Application /CV / interview
<b>Skills/ knowledge</b>	<ul style="list-style-type: none"> <li>A good understanding of the employment market, including recruitment, welfare to work provision, work-based learning and vocational training.</li> <li>Natural facilitative skills, used to managing service users in a sensitive and sometimes pressured environment in which confidentiality is key.</li> <li>Excellent verbal and written communications skills.</li> <li>Ability to initiate and manage influential external relationships.</li> <li>Confidence to communicate with veterans 'at risk'</li> <li>Excellent interpersonal and communication skills, both written and verbally.</li> <li>Competency in Microsoft applications including Word, Excel, and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>Empathy with Armed Forces veterans and an understanding of the challenges they face in overcoming barriers to successful transition.</li> <li>Motivated self-starter with the ability to work largely unsupervised within a multi-disciplinary team dedicated to achieving successful outcomes for service users.</li> </ul>	Application / Interview

<p><b>Special Requirements</b></p>	<ul style="list-style-type: none"> <li>• This role is subject to a satisfactory enhanced DBS check.</li> <li>• Driving Licence/access to a vehicle to travel to multiple locations.</li> </ul>		<p>Interview</p>
<p><b>Behavioural Competencies</b></p>	<p>Here at Walking With the Wounded, we live by a set of core values and expect our staff to follow them whilst conducting their work.</p> <p><b>Communicating</b> – Ability to communicate clearly both verbally and in writing. Shows effective listening skills to make certain information is understood. Ability to explain complex matters with internal and external stakeholders.</p> <p><b>Client Focused</b> – Can demonstrate ability to take time and question to seek and understand the underlying needs of the client to develop an independent view of their needs.</p> <p><b>Influencing</b> – Displays assertive but calm demeanour approaching delicate matters with sensitivity and respect. Ability to work effectively with people at all levels with good use of interpersonal and influencing skills.</p> <p><b>Self-Development</b> - Shows a commitment to ongoing training and personal development. Can demonstrate provision of effective coaching or mentoring.</p> <p><b>Decision-making</b> – Displays a non-judgemental approach.</p> <p><b>Collaboration</b> – Ability to use initiative and work collaboratively as part of a larger team. Ability to create and maintain productive working relationships, with a flexible approach.</p> <p><b>Forward Thinking</b> – Demonstrates awareness of situations providing solutions to reduce conflict. Can demonstrate a proactive approach and ability to identify areas where process can be refined to achieve better results.</p>		<p>Application / Interview</p>

	<p><b>Integrity</b> – Displays positivity, treats others fairly. Ability to take responsibility for their actions. Ability to see possibilities and identifies opportunities to turn ideas into actions.</p>		
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