



Person Specification

Employment Advisor (Client Services)



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Qualifications	Essential	Desirable
Diploma or Certificate in Personnel Practice		X
Diploma or Certificate in Counselling or Coaching		X
Teaching Certificate City & Guilds 730 or equivalent		X
Educated to A Level standard	X	

Knowledge & Previous Experience	Essential	Desirable
Experience in working with people with disabilities/mental illness		X
Experience in career counselling/coaching/training	X	
Previous experience of working in HR/Recruitment		X
Good standard of computer literacy (Excel, Word, Outlook)	X	
Experience of working in a commercial organisation		X
Experience in helping people develop job seeking skills e.g., writing CVs, interview techniques, job finding & personal presentation	X	
Experience of working with Jobcentre Plus & Community Mental Health Recovery Services		X

Skills and Competencies	Essential	Desirable
Meticulous attention to detail	X	
Demonstrable ability to plan & prioritise & schedule own workload with minimum supervision	X	
Excellent communication and presentation skills	X	
Ability to work well under pressure	X	
Ability to plan ahead, work within agreed timeframes	X	
The ability to work collaboratively within a team	X	
The ability to network with a wide range of potential supporters from the community including business, faith-based groups, & the voluntary sector	X	
An understanding of & empathy with the aims of Oakleaf & the needs of its clients	X	

General	Essential	Desirable
Car owner with full, clean driving licence	X	
Willingness to travel	X	
Ability & willingness to work evenings & weekends as required	X	
Flexibility & willing to turn hand to anything	X	
A proactive team worker	X	

OAKLEAF ENTERPRISE MAKING LIFE WORK WITH MENTAL ILLNESS

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