Manningham Project Person Specification

Post: advice worker

Attributes	vice Service Manager Relevant criteria	How identified	Rank
1. Skills and abilities	 Work as part of a team and be a team player. And manage individual work load. Ability to communicate effectively in person and in writing with individuals and with a wide variety of organisations, and to research and interpret complex information and produce clear verbal and written reports. 	Application form interview	A
	 written reports. Understand the welfare benefit system. Basic immigration work experience. 		A
2. Experience needed to do the job	Have 1 year experience in working in an advice centre setting.	Application form, interview	A
	Proven ability to maintain quality standards and deliver against agreed targets.		В
3. Special knowledge	Understanding of the voluntary sector	Application form, interview	A
	 A good up to date knowledge of equality and diversity and its application to service delivery. Up to date knowledge of safeguarding 	IIICI VIEW	В
	 principles, including having an appropriate safeguarding certificate. Understanding of the South Asian and Eastern European communities in 		В

4. Personal circumstances	Willingness to work flexible hours if required.	interview	A
5. Disposition / attitude	 The ability to commit to and work within the aims, principles and policies of the organisation. Commitment to continuing professional development. Ability to create a positive working environment in which equality and diversity are well managed, dignity at work is upheld and staff are empowered and motivated to do their best. To adhere to all the current policies that operate within the organisation. 	Application form, interview	A A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each of the criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we give to your answers when we read your application.

- **A.** It is expected that the successful applicant will meet all the A criteria on the day of appointment.
- **B.** It is expected that the successful applicant will meet all the B criteria within 6 months of starting the job but may not have them when appointed. Applicants who demonstrate the B criteria on their application are more likely to be successful than those who don't.
- **C.** C criteria applicants refer to skills or experience that may bring extra value to your application but applicants are not required to develop this skill.