



PERSONNEL SPECIFICATION

Post Title: Community Engagement Worker

Hollings Youth Association CIC is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to other Services. Job Share applicants welcome for all full-time posts unless otherwise stated in the advertisement.

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Evidence of self-development through education and training. • 1-2 years experience of working across different generations and community groups • Experience in developing, managing, and/or supporting projects. Delivering projects at community level. • Experience working with diverse populations. 	<ul style="list-style-type: none"> • Worked in the voluntary sector. • Experience in providing direct support to individuals seeking employment or training. • Experience of working in a multi-cultural inner city setting. • 2 years experience of developing and delivering workshops in community setting engaging all sections of the community • Experience in organising and coordinating events or workshops. • Experience in data collection, analysis, and reporting. 	Cover letter, CV & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths. • A Levels or NVQ Level 3 in Youth & Community work, Social Work, Human Resources, Education, or a related field. 	<ul style="list-style-type: none"> • NVQ Level 3 in Advice and Guidance • Teaching/Training qualification • A relevant degree or equivalent qualification in Community Development, Youth Work, Social Work, or a related field. 	Cover letter, CV & Selection process Certificates
TRAINING	Willing to undertake training as necessary to the role. Evidence of current continual professional development.		Cover letter, CV & Selection process
Skills and Abilities	<ul style="list-style-type: none"> • Ability to motivate and encourage local residents to get involved with initiatives • Computer Literate • Developed and worked in multi-agency setting (referrals system) • Proven organisational abilities including record keeping, report writing and ability to meet deadlines. • Establishes priorities and develops clear and logical plans to achieve goals. • Monitors performance and progress against objectives • Takes action to ensure deadlines and outcomes are achieved. • Manages time and resources effectively. • Good verbal and written communication skills • Develops effective working relationships and networks. • Identifies and utilises contacts effectively. • Identifies appropriate people to communicate with. • Tailors the message to fit needs of specific audience. • Listens closely and is engaging in both one to one, and group scenarios. 	<ul style="list-style-type: none"> • Appreciation of the issues faced by different generations and people from different ethnic and indigenous groups living in the inner city. • Identifies common ground and mutual interests with diverse groups and individuals • Presents opinion logically, checking for understanding and encouraging open discussion. 	Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Ability to empathise, establish a rapport and work non-judgmentally with all sections of the communities. • Highly motivated in meeting the needs of service user's people. Ability to self-motivate, make judgements on how to approach problems and organise work. • Creative but practical. Able to work as part of a team. Sensitive to the needs of others. • Ability to work in partnership with other agencies and ability to work on own initiative. 		Selection process
CIRCUMSTANCES - PERSONAL	Must be legally entitled to work in the UK. Able to work outside normal office hours on occasions. No contraindications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required as appropriate.)	Valid Driving License and access to a vehicle unless prevented by disability.	Sight of appropriate documentation as specified in interview letter
PHYSICAL/SENSORY	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.		CV

‡ **Use of References**

References will only be read by the recruitment panel following interviews, after the preliminary selection decision has been made.

Compiled by: Tausif Mohammed

Grade Assessment Date:
27.7.2024

Post Grade: