



PERSONNEL SPECIFICATION

Post Title: Community Project Worker

Communityworks 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 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	To have at least two year's recent experience of paid or voluntary work with people in a similar role to this post. Experience of delivering or supporting the delivery of ESOL. Leading support groups within a community setting. Experience of supporting people with getting into work or improving their personal circumstances. Experience of outreach work in disadvantaged communities.	Experience of delivering wider adult education. Experience managing volunteers. Experience of working with asylum seekers and refugees.	Application form & selection process
QUALIFICATIONS	NVQ Level 3 or equivalent in a relevant field (health, social care, IAG, community development, youth work, early years) or evidence of appropriate experience working at this level. Very good level of verbal & written English – preferably GCSE standard.	Professional qualification in community work, education, parenting courses, or ESOL delivery.	Application form & selection process. Certificates.
TRAINING	Commitment to undertake training as identified. Child protection training. Health & Safety training.	Training in child development, parenting programmes, counselling and listening skills, group work, delivering adult education. I.T. training.	Application form & selection process.
SPECIAL KNOWLEDGE	Awareness of child protection concerns. Basic understanding of the impact on people of welfare reforms currently being introduced.	Knowledge of outreach.	Application form & selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION - ADJUSTMENT/ ATTITUDE	Resilient to the process of working with vulnerable people. Flexible and an ability to respond positively. Non-judgemental, tolerant & caring. Sensitive to needs of others, able to demonstrate commitment and anti-discriminatory practices. Ability to motivate self and be pro active in engaging parents/carers of young children. Ability to engage with families who may not have accessed services previously. Ability to liaise with a wide range of people and agencies.		Selection process
PRACTICAL & INTELLECTUAL SKILLS	Ability to relate effectively to service users. Ability to relate effectively to staff/ colleagues. I.T. skills. Evidence of ability to communicate effectively and clearly both orally and in writing (with reasonable adjustments where necessary). This will be evidenced at interview and on the application form.	Able to speak and/or write in Urdu, Punjabi or Bengali, Hungarian. Car driver (unless a disability prevents this)	Application form & selection process.
CIRCUMSTANCES - PERSONAL	Must be legally entitled to work in the UK. No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required as appropriate.) If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use) Able to work flexibly including some evenings and weekends.		Application form Birth Certificate Passport etc
PHYSICAL/SENSORY	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 and Equality Act 2010		Selection process

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