

**TOUCHSTONE**

**PERSON SPECIFICATION – SELECTION CRITERIA**

**CONNECTING OPPORTUNITIES KEYWORKER**

|  | ESSENTIAL CRITERIA | **METHOD OF ASSESSMENT** | DESIRABLE CRITERIA | **METHOD OF ASSESSMENT** |
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| **SKILLS** | * Comprehensive needs assessment including risk assessment and support planning.
* Employment assessment skills.
* Ability to provide keywork support to individuals.
* Case management skills.
* Ability to adapt to the different needs of a diverse client group.
* Excellent interpersonal skills.
* Excellent written and communication skills.
* Prioritise own workload, including agreeing and meeting targets/priorities.
* Ability to use common IT packages including an online Management Information System, and Excel spreadsheets.
 | * Application
* Interview
* Test
 | * Ability to speak a community language.
 | * Application
* Interview
* Test
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| EXPERIENCE | * Direct work experience with people from a migrant and refugee background.
* Supporting vulnerable people to access appropriate external services.
* Working as part of a multi agency/disciplinary team.
* Developing links and liaising with other agencies.
* Monitoring and evaluation systems including record keeping.
 | * Application
* Interview
* Test
 | * Delivery and monitoring on European Funded projects.
 | * Application
* Interview
* Test
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| **KNOWLEDGE/ UNDERSTANDING** | * Knowledge of the strengths/assets/barriers and needs of refugees.
* Knowledge of social inclusion and co-production.
* Working with statutory and voluntary sector agencies.
* Discrimination and its impact on employment.
 | * Application
* Interview
* Test
 | * Knowledge of Leeds-based services.
 | * Application
* Interview
* Test
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| **ATTITUDES AND DISPOSITION** | * Commitment to Touchstone’s aims and values.
* Commitment to respecting diversity and anti-discriminatory/anti-oppressive practices
* Commitment to personal development, learning and reflective practice.
* Commitment to personal responsibility and promoting this with other people.
* A commitment to working in partnership with service users, peers and volunteers.
* Willingness to be managed and supervised.
* Willingness to work flexibly according to needs of the service.
* Ability to maintain confidences (within the policy of the organisation).
* Solution focused approach to work.
* Resilience
* Willingness to travel throughout Leeds city region.

  | * Application
* Interview
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| **EQUAL OPPORTUNITIES** | * Must be able to recognise discrimination in its many forms and be willing to put into practice Touchstone’s Equality Policies.
* Must be sensitive to the needs of disadvantaged groups in the planning and delivery of services.
* A commitment to provide high quality services to the diverse communities of Leeds City Region.
 | * Application
* Interview
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