

**TOUCHSTONE**

**PERSON SPECIFICATION – SELECTION CRITERIA**

**CONNECTING OPPORTUNITIES KEYWORKER**

|  | ESSENTIAL CRITERIA | **METHOD OF ASSESSMENT** | DESIRABLE CRITERIA | **METHOD OF ASSESSMENT** |
| --- | --- | --- | --- | --- |
| **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 |
| 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 |
| **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 |
| **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 |  |  |
| **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 |  |  |