# Person Specification - Employer Engagement Officer

**Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

# Essential

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| 1 | A good general education, including English and Math’s GCSE grades A-C or equivalent |
| 2 | Successful track record of developing links with employers that result in work placement opportunities for learners |
| 3 | Experience of developing/contributing to learning programmes for young people (preferably this would include the design and delivery of employability programmes) |
| 4 | Experience of conducting assessments with learners (including literacy\numeracy) |
| 5 | Able to establish positive relationships with young people, external agencies (including employers) and colleagues |
| 6 | Effective oral and written communication skills |
| 7 | Effective organisational and time management skills |
| 8 | Ability to maintain paper or electronic information systems |
| 9 | Enthusiasm for and commitment to working with and supporting young people |
| 10 | Able to work under pressure, to deadlines and under own initiative |
| 11 | Ability to drive (full driving license) and use of a car |

**Desirable**

|  |  |
| --- | --- |
| 12 | Post-compulsory teaching qualification at level 6 diploma standard or equivalent (DTLLS, PGCE, (PCET), Cert Ed, etc.) |
| 13 | To be a qualified assessor |
| 14 | To be qualified to carry out health and safety vetting of external placements |
| 15 | Information, advice and guidance qualifications |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** |  | **Method** |  |
| Interview | Yes | Presentation | No |
| Lesson Observation | No | Structured discussion with pupils | No |
| Other (specify) | Yes/No | Other (specify) | Yes/No |

# Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

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| --- | --- |
| 1 | Enhanced Certificate of Disclosure from the Criminal Records Bureau |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | List 99 and/or POCA List (residential establishments only) check |
| 4 | Medical clearance |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |