

## PERSON SPECIFICATION for the post of PROJECT WORKER

**IMPORTANT: You must use this person specification to complete the ‘Supporting Information’ section of the application form**

This grid lists the qualities you need to become a Project Worker with Brighton YMCA.

Please use each ‘quality’ listed here as a heading and give examples underneath of how your experience, skills, knowledge and abilities match those required. You will need to show how you can meet all of the essential skills in the left-hand column. Please also show us if you are able to meet the desirable skills. We will consider these to distinguish between applicants if a number of applicants have all of the essential skills.

Examples can come from a range of experiences such as voluntary or part-time work, college or school-based projects, job clubs, home life, hobbies, child raising etc as well as paid work.

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and abilities</b>	<p><b>E1)</b> Strong organisational and time-management skills</p> <p><b>E2)</b> Ability to produce clear written reports, records and letters aimed at a varied audience</p> <p><b>E3)</b> Ability to communicate effectively with a wide range of clients, outside agencies and visitors.</p> <p><b>E4)</b> Ability to work to own initiative and within a team.</p> <p><b>E5)</b> Computer literacy to ‘Word’ level or willingness to develop these skills.</p> <p><b>E6)</b> Ability to manage problematic, pressured or challenging situations</p>	
<b>Knowledge and understanding</b>	<p><b>E7)</b> Clear understanding of confidentiality issues.</p> <p><b>E8)</b> Clear understanding of boundaries to worker/client relationship</p> <p><b>E9)</b> Understanding of, and sensitivity to, the potential needs of homeless/vulnerable clients.</p>	<p><b>D1)</b> Knowledge of welfare benefits.</p> <p><b>D2)</b> Knowledge of housing/ mental health/ community care services and processes.</p>
<b>Experience</b>	<p>Experience in a similar setting is desirable but not essential to this post. It is more important that applicants demonstrate the skills necessary for the role.</p>	<p><b>D3)</b> Experience of providing advice and/or creating support plans</p> <p><b>D4)</b> Experience gained within a housing, support or residential environment.</p> <p><b>D5)</b> Experience of liaising with outside agencies/ professionals.</p>
<b>Personal Qualities</b>	<p><b>E10)</b> Understanding of, and commitment to, Equal Opportunities and anti-discriminatory practice.</p> <p><b>E11)</b> Commitment to empowering and supporting service users to develop skills for independence.</p> <p><b>E12)</b> Commitment to training and personal development.</p>	
<b>Other Requirements</b>	<p><b>E13)</b> Ability to work shifts and unsociable hours on a rota basis, including sleep-in/on-call duties <b>*where applicable</b></p>	