

PERSON SPECIFICATION

Hub Support Worker

Each item on this person specification will be assessed using 1 or more methods as indicated in the 3 columns.

A = Application Form I = Interview T = Test

<u>ESSENTIAL</u>	<u>HOW IDENTIFIED</u>
Support work experience or counselling	A, I
Experience of working with or knowledge of trauma and PTSD	A, I
Experience of dealing with difficult situations	A, I
Good IT user skills, specifically the ability to use MS Office and database packages	A, T
Ability to use own initiative and follow instructions and guidance from Line Manager	A
Able to work as part of a team	A, I
Good interpersonal skills	A, I
Ability to produce statistical, monitoring and evaluation information	A, T
Ability to communicate effectively both verbally and written	A, I
Able to keep and produce accurate records, reports & administration	A, T
An understanding of Equality, Diversity and Inclusion principles and anti-discriminatory practice.	A, I
An understanding of confidentiality and professional boundaries.	A, I
Ability to work regular evenings and the occasional Saturday	A

<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
Experience of providing telephone emotional support	A

Experience of conducting risk/needs assessments & management of safeguarding	A, I
An awareness and understanding of sexual violence and its impact	A, I
Experience of delivering Group Work programmes	A, I
Liaising with voluntary and statutory sector organisations	A
Evidence of professional and personal development and training	A
An understanding of the voluntary sector and issues faced by small voluntary organisations.	A