



PERSON SPECIFICATION

POST	SOCIAL ACTION PROJECT OFFICER		DEPT	FOUNDATION LEARNING
GRADE	SCALE 5		REF No	28-19

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
GCSE maths and English (Grades A-C) or equivalent		E	AF
Level 3 Award in Education and Training or equivalent or willingness to work towards		E	AF
Level 2 Counselling qualification or willingness to work towards.		E	AF
<i>(All qualifications are essential, however if you hold an equivalent qualification then this will be accepted. If you do not hold any of the above qualifications, but are willing to undertake them, please make reference to this on your application form)</i>			
RELEVANT EXPERIENCE			
Must have experience of working with young people and groups of young people in an educational, youth work or similar setting.		E	AF/I
Experience of providing pastoral care and support which could involve liaison with other agencies.		E	AF/I
Experience of supporting and or leading young people in terms of developing life skills such as employability.		E	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
An empathetic approach to working with young people as individuals and in groups.		E	AF/I
The ability to facilitate delivery of pre prepared group sessions		E	AF/I
Excellent communication skills and good ICT skills (or a preparedness to develop ICT skills),		E	AF/I
To be able to work as part of a team to achieve best results for young learners.		E	AF/I
The ability to encourage, challenge and inspire young people to achieve success and become informed and engaged citizens.		E	AF/I
The ability to support learners in the setting and achieving of SMART targets to support them in achieving their goals.		E	AF/I

SPECIAL REQUIREMENTS		E / D	
The successful post holder would be expected to have a flexible approach to their work.		E	AF/I
The successful applicant will need to have a DBS check to work in the College environment.		E	AF/I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality		E	AF/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.		E	AF/I
Awareness of health and safety requirements.		E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.		E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.		E	AF/I