**PERSON SPECIFICATION**

Foundation for Work Project Work Mentor

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|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | * Maths and English at secondary education level or demonstrate equivalent experience. * Information Advice and Guidance (IAG)qualification minimum Level 3 or above. | * L2 Award in Safeguarding * L3 Award in Safeguarding | Application form,  Interview copies of certificates |
| **Knowledge & Experience** | * Previous experience of mentoring, supporting and placing unemployed/ economically inactive people with multiple & complex needs into employment, self-employment or FE/Training | * Experience of working in the education sector. | Application form,  Interview,  References |
| **Skills** | * Ability to work independently and to take responsibility. * Ability to work with a range of internal and external stakeholders. * Analytical and problem-solving skills. * Ability to meet deadlines and work under pressure. * Organised and methodical approach to administration and record keeping. * Ability to communicate effectively in a variety of situations. | * Drive, passion, and energy with an interest of working in a fast-moving environment. | Application form,  Interview,  References |
| **V Learning Net core behaviours** | * Demonstrates self-leadership. * Develops self and others to deliver. * Lead and operate in times of change and ambiguity. * Builds and secures values from relationships. * Drives innovation and action. * Creates and contributes to a shared vision. * Uses sound business judgement. | | Application form,  Interview |
| **Dated** | 21/06/2022 | | |