**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 |