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| **Applicant Declaration of Achieving Essential Criteria****Name of Applicant:** **Role:** CFSP Co-Ordinator |
|  | **Essential criteria** | **Please specify how you meet the essential criteria in each area.** |
| **Qualifications** | Level 3 qualification (or equivalent) in Health, Social Care, Family Support, Youth Work, Social Work or other relevant discipline  |  |
| Level 3 qualification (or equivalent) in Advice & Guidance, Mentoring, Coaching, Counselling |  |
| 4 GCSE’s (or equivalent) at grade C or above to include English |  |
| **Experience** | Experience of successfully supervising/managing and motivating a team within a relevant business area |  |
| Experience of designing and delivering holistic needs-led support to clients seeking employment and/or training opportunities. This includes assessing need, developing action plans, ensuring actions are implemented and reviewed on a regular basis |  |
| Experience of responding to the social and employability needs of children or vulnerable adults within a lone-working setting |  |
| Experience of working to and understanding Safeguarding policies, procedures and legislation |  |
| Experience of sourcing, scheduling and co-ordinating events and training provisions  |  |
| Experience of delivering promotional/informational presentations to relevant stakeholders |  |
| Experience of compiling accurate and timely financial claims/reports  |  |
| **Job related Knowledge** | Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook  |  |
| **Skills and Competencies** | Ability to persuade, influence and negotiate  |  |
| Excellent written communication skills  |  |
| **Other requirements** | Full driving licence and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfill any travel related duties of the role. |  |