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| **Applicant Declaration of Achieving Essential Criteria**  **Role: Employability Programme Co-ordinator – Mid Ulster Labour Market Partnership**  **Name of Applicant:** | | |
|  | **Essential criteria** | **Please specify how you meet the essential criteria in each area.** |
| **Qualifications** | * Level 3 qualification (or equivalent) in Advice & Guidance, Employability Support, Social Work, Community Development, or other demonstrably related field |  |
| * 5 GCSEs (or equivalent) at grade C or above, including Maths & English |  |
| **Experience** | * Proven track record of managing a caseload and supporting participants/clients to achieve individually tailored outcomes. |  |
| * Experience in working to and achieving programme targets. |  |
| * Experience in engaging with the public and community organisations |  |
| * Experience in promoting and delivering employability or training programmes (Desirable criterion) |  |
| **Job related Knowledge** | * Strong knowledge and understanding of the local Labour market and barriers to employment faced by residents in the Mid Ulster region |  |
| **Skills and Competencies** | * Excellent communication (written & verbal) and organisational skills. |  |
| * Ability to deliver 1-to-1 guidance and group workshops. |  |
| * Proficient in IT, including Microsoft Office packages (Word, Excel, Outlook) * . |  |
| **Other requirements** | * Full driving license 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. |  |