|  |
| --- |
| **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.
 |  |