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| **Applicant Declaration of Achieving Essential Criteria****Role: Community Navigator (Employability Programmes)** **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
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| * 5 GCSEs (or equivalent) at grade C or above, including Maths & English
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| **Experience** | * Proven track record of managing a caseload and supporting participants/clients to achieve individually tailored outcomes.
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| * Experience in working to and achieving programme targets.
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| * Experience in engaging with the public and community organisations
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| * Experience in promoting and delivering employability or training programmes (Desirable criterion)
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| **Job related Knowledge** | * Strong knowledge and understanding of the barriers to employment faced by those furthest removed from the labour market.
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| **Skills and Competencies** | * Excellent communication (written & verbal) and organisational skills.
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| * Ability to deliver 1-to-1 guidance and group workshops.
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| * Proficient in IT, including Microsoft Office packages (Word, Excel, Outlook)

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| **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.
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