

PERSONNEL SPECIFICATION

Post Title: Project worker – Community Futures – ‘Let’s Be ‘Avenue’ in partnership with Bradford Park Avenue Community Football Club

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of engaging hard to reach or at risk young people and supporting them to overcome personal barriers. • Proven experience of working with young people who present challenging behaviour. • Experience of delivering a range of sport / football sessions in primary secondary schools, holiday camps, outreach community based programmes • Experience of youth work • Experience of community engagement 	<ul style="list-style-type: none"> • Experience of delivering accreditation and alternative education. • Experience of assessing and planning for the needs of young people, including assessment of risk. • Experience of delivering football sessions • Experience of delivering healthy lifestyle sessions • Experience of working with families • Experience of working with older people 	Application form & Selection process and certificates
QUALIFICATIONS	<ul style="list-style-type: none"> • Sporting coaching qualification; FA level 2 • Emergency First aid (Sports) • Safeguarding and children protection 	<ul style="list-style-type: none"> • Youth work qualification • Teaching qualification 	Application form & Selection process Certificates
TRAINING	<ul style="list-style-type: none"> • Commitment to attend appropriate training relevant post 	<ul style="list-style-type: none"> • Team Teach certificate. 	Selection process and certificates
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of young people’s barriers to learning. • Knowledge of how healthy lifestyles are beneficial to individuals and communities, and knowledge of how this can be promoted. • Knowledge of physical activities, including sport such as football, which support healthy lifestyles. 	<ul style="list-style-type: none"> • Knowledge of Bradford Metropolitan District. • Knowledge of Bradford Park Avenue Community Football Club and football regionally. 	Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
CIRCUMSTANCES PERSONAL	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Home Office Worker Registration Evidenced) • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (Enhanced DBS check required) • Access to vehicle on daily basis – must be licensed and appropriately insured (e.g. business use) • Car driver except if a disability prevents this 	<ul style="list-style-type: none"> • Minibus test. • D1 unit on driving license. 	<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter.</p>
DISPOSITION-ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Flexibility and ability to respond positively to difficult situations as and when they arise. • Willingness to work outside of normal office hours: evenings, weekends and occasionally Bank Holidays. • Resilient to the pressures of working with children, families and communities at risk. • Ability to work co-operatively in a team. • Able to motivate oneself. • JAMES is a small charity and staff are expected to adapt to changing climates as appropriate 		<p>Selection process</p>
PRACTICAL + INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Strong communication skills both written and verbal as demonstrated by an ability to form positive partnerships with other professionals, colleagues, partners and young people. • Ability to work independently. • Ability to develop new sports programmes / project • Ability to use I.T systems • Good planning and organisational skills. • Ability to contribute to the development of the services • Excellent time management skills. • The ability to complete reports and registers on time • Ability to utilise a range of media formats to showcase engagement and outcomes of the programme 	<ul style="list-style-type: none"> • Ability to speak another language appropriate for the diverse communities in Bradford District. 	<p>Application form & Selection process</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PHYSICAL/ SENSORY	<ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995. 		Selection process
EQUALITY	<ul style="list-style-type: none"> Candidates should indicate an acceptance of and commitment to the principles underlying the JAMES Equality & Diversity policy, Safeguarding policy and any other policies that may be in force 		Interview

‡ **Use of References**

References will be taken up. References will only be read by the recruitment panel following interviews, after the preliminary selection decision has been made.

SPECIAL CONDITIONS

Management requires that the following checks be carried out as part of the recruitment process.	<ul style="list-style-type: none"> Level of Disclosure: Enhanced DBS
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