

LLANELLI RURAL COUNCIL

PERSON SPECIFICATION

POST: LEAD WORKER

LOCATION: VAUXHALL, LLANELLI

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<u>Skills/Knowledge/General Attributes</u>			
Good communication skills (both oral and written)	✓		Application / Interview
Ability to cope under pressure with minimum supervision.	✓		Application / Interview
Customer care skills and their application in the workplace.	✓		Application / Interview
Organisational and time management skills	✓		Application / Interview
Ability to prioritise, schedule workload	✓		Application / Interview
Ability to motivate, mentor and support others.	✓		Application / Interview
Ability to work on own initiative as well as part of a team.	✓		Application / Interview
Ability to provide advice, guidance and instruction	✓		Application / Interview
Interpersonal skills	✓		Interview

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<u>Skills/Knowledge/General Attributes</u>			
Interpersonal skills	✓		Interview
Problem solving skills	✓		Application / Interview
Good standard of Literacy and Numeracy skills	✓		Application
Ability to speak Welsh.		✓	Application
Flexible and Adaptable	✓		Application / Interview
Committed to promoting equality, diversity and inclusion.	✓		Application / Interview
<u>Experience/Qualifications/Training etc.</u>			
Maths and English GSCE C or above (spoken and written)	✓		Application
IT skills	✓		Application / Interview
Knowledge of digital learning platforms and learner management information systems		✓	Application / Interview
Experience of Work-Based Learning		✓	Application
Experience of group facilitation or learner support	✓		Application / Interview

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<u>Experience/Qualifications/Training etc.</u>			
Experience of completing initial assessment, onboarding, inductions and learner documentation compliance		✓	
Ability to build positive relationships with stakeholders and support work placements.	✓		Application
Experience supporting learners with Additional Learning Needs (ALN) or disabilities.		✓	Application / Interview
Knowledge of safeguarding procedures and welfare requirements		✓	Application / Interview
Knowledge of assessment methods, progress review tracking, SMART target setting and Electronic Individual Learning Plans (EILPs)	✓		Application / Interview
Understanding of employability pathways, workplace expectations and progression opportunities		✓	Application
Ability to identify barriers to employment and implement targeted support strategies.	✓		Application / Interview
Mentoring / support qualification		✓	Application
Experience of Health & Safety in the workplace	✓		Application / Interview
Experience in working with young people (e.g. 16-19 or 16-24)	✓		Application / Interview

<u>Other requirements</u>			
Valid UK driving licence.	✓		Application
Flexible with working arrangements	✓		Application
Commitment to continuous personal and professional development	✓		Application
Commitment to safeguarding, learner welfare and maintaining a safe, inclusive environment	✓		