



Person Specification
Guidance Worker

The work requires a high level of self-motivation and working on own initiative

Essential

- Have strong interpersonal and communication skills (both oral and written)
 - Have a track record as a good listener, able to analyse and act on what is heard
 - Be an energetic and enthusiastic self-starter with experience of working where self-motivation is essential
 - Be a good intermediary who is comfortable working within a small team and with a variety of agencies
 - Have a knowledge of Information, Advice & Guidance
 - Have experience of working within the field of Guidance
 - Be sensitive to people's development needs and able to work with those with varying degrees of Literacy, Numeracy and working with people who with Health & Wellbeing Issues
 - Be aware of the need for confidentiality in the work of the project
 - Have strong computer skills and able to use Microsoft 365
 - Be committed to the goals and vision of ASCEND and sympathetic to the Church's role in responding to social, economic and political issues
 - Understand equal opportunities issues and be committed to ASCEND's policy of Equal Opportunities in all its activities
 - Have a general education to NVQ Level 2 or equivalent and will willing to work towards Level 4 or above in Information, Advice & Guidance
 - To work within the Equal Opportunities and Equality & diversity Framework
 - To work towards Continuing Professional Development
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- Desirable:
 - A good understanding of the needs of South Oxhey residents
 - A good understanding of the needs of those who are unemployed and/or with low skills and self-esteem
 - Car Driver

CONDITIONS - This is a 21 hours per week appointment

Working times will be, by agreement generally within normal office hours but with a requirement to attend some evening meetings

15 days annual holiday in addition to public holidays

For application pack please either phone Sally Wood (Admin Officer) on 07415 001281 or email admin@ascend.org.uk

Closing date for applications is Monday, 21st December 2020 and Interviews will be held on Thursday, 7th January 2021