



Person Specification

Title: Attachment Worker

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
----------	----------	----------------------

Educational Standards / Qualifications

GCSE Grades A – C in Mathematics and English	E	App/Certificate
On-going commitment to self-development	E	App/Interview

Personal Qualities / Skills

Ability to work as a team member	E	App/Interview
Ability to work on own initiative	E	App/Interview
Willingness to undertake job related training	E	App/Interview
Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing	E	App/Interview
Ability to build positive relationships with participants and internal and external stakeholders to overcome barriers to engage with the programme	E	App/Interview
Ability to use influencing and negotiating skills, understanding what works to promote positive outcomes for participants.	E	App/Interview
Ability to recognise and appropriately act upon safe guarding concerns.	D	App/Interview
Full valid driving licence and use of car for work	E	App/Interview
A flexible approach to work and be able to work across Greater Manchester in a variety of locations	E	App/Interview



Relevant Experience

Experience of delivering support services to participants with complex needs.	E	App/Interview
Experience of working on ESF / Big Lottery Contracts.	D	App/Interview
Experience of working within a performance management setting and meeting targets.	E	App/Interview
Proven experience of working with people in a support, advice, employability, including home visits, interventions, and one to one based meetings.	E	App/Interview
Experience of working across professional boundaries in multi-agency environments in partnership with key stakeholders	E	App/Interview
Strong assessment, analysis and intervention planning experience	E	App/Interview

Other Skills / Experience

Ability to work on own initiative and problem solve with minimum supervision and prioritise workload, working to deadlines	E	App/Interview
Excellent organisational and time management skills	E	App/Interview
IT literate including Microsoft packages, case management systems, google drive and Gmail	E	App/Interview
Excellent interpersonal skills, including the ability to motivate, listen & deal with sensitive issues, be enthusiastic and outgoing.	E	App/Interview
Ability to negotiate and influence participants & partner agencies	E	App/Interview



Ability to develop and maintain effective working relationships with colleagues, and outside agencies	E	App/Interview
---	---	---------------

Specialist Knowledge

Knowledge and understanding of the complex barriers participants face.	E	App/Interview
Understanding of ESF rules and regulations	D	App/Interview
Understanding of Equality of Opportunity	E	App/Interview
Data-Protection	E	App/Interview

Vision, Values and Behaviours

Jigsaw Employee Vision, Values and Behaviours (attached separately)	E	App/Interview
---	---	---------------

For information:

Category D: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Category E: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

This post is funded by the European Union through the European Social Fund (2014-2020) and National Lottery through the BIG Lottery Fund for delivery of the Building Better Opportunities “Motiv8” programme. You will be employed to work solely on the Motiv8 Programme.