PERSON SPECIFICATION

Post Title	Community Learning and Development Worker (Adult Learning/Youth Work/ Capacity Building)	Band	8 (Unqualified) 9 (Qualified	Job Evaluation Reference	BM26

Required Attributes		
1. EDUCATION AND TRAINING	**Essential**	**Desirable**
• **Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)** ***equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study**		
<u>Band 8</u>		
Qualified to a minimum standard of SCQF Level 7 or equivalent	✔	
Willingness to work towards SCQF Level 9 or equivalent in Community Education/Community Learning and Development	✔	
Professional qualification recognised by CLD Standards Council or willingness to work towards		✔
<u>Band 9</u>		
Qualified to a minimum standard of SCQF Level 7 or equivalent	✔	
Relevant professional qualification to SCQF Level 9 or equivalent in Community Education/Community Learning and Development	✔	
Professional qualification recognised by CLD Standards Council or willingness to work towards		✔
2. KNOWLEDGE AND EXPERIENCE	**Essential**	**Desirable**
• **Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training**		
Moderate experience of working with individuals and groups in a Youth Work/Adult Learning/ Capacity Building setting.	✔	
Experience in the process of identifying individual and community needs	✔	
Partnership working	✔	
Developing services with and for young people/adults/communities	✔	
Supervision and motivation of part-time and volunteer staff		✔
Accessing funds and grant making bodies		✔

Community Planning/Locality Planning		✔
Committee procedures within community groups		✔
Good understanding of National policies affecting the CLD Sector (Statutory Instrument; Strategic Guidance; Community Empowerment Act; Adult Learning Statement of Ambition; National Youth work Strategy)	✔	
Understanding of the Third Sector	✔	
CLD Core Competencies	✔	
3. SKILLS AND ABILITIES	**Essential**	**Desirable**
• **Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training**		
Good communication/presentation skills	✔	
Report writing	✔	
Team work	✔	
Basic accounts/budgeting	✔	
Problem solving	✔	
Capacity building	✔	
4. PERSONALITY FACTORS	**Essential**	**Desirable**
• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Enthusiastic	✔	
Self motivated	✔	
Able to work on own initiative	✔	
Flexible	✔	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Full driving license	✔	
PVG	✔	
Occupational health check	✔	

Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:

• Strengthen – our Communities · Understand – our children's needs · Protect – our vulnerable people · Promote – equality and diversity
• Open and transparent – at all times · Respect – our environment · Treat – each other with kindness

Guidance:
A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.