

## Alternative Funding Assistant – Employability

### Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<p>HNC/D or equivalent level of qualification with relevant experience.</p> <p>Good standard of literacy and numeracy.</p>	<p>Degree in a relevant area of expertise</p> <p>Guidance qualification.</p> <p>IOSH qualification.</p>
<b>Experience</b>	<p>Previous experience of working with unemployed adults and young people with barriers to employment.</p> <p>Experience of dealing directly with external organisations and employers.</p> <p>Experience of working with employability programmes.</p> <p>Previous experience of working in a guidance setting.</p> <p>Administrative experience.</p>	<p>Experience of working on Skills Development Scotland programmes including Modern Apprenticeships and Employability Fund.</p> <p>Experience of working towards deadlines.</p> <p>Experience of working in a target driven environment.</p> <p>Experience in preparing documents for compliance.</p>
<b>Skills/Knowledge</b>	<p>Highly motivated with demonstrable organisational and planning skills and good time management skills.</p> <p>Good IT Skills including Word, Access and Excel.</p> <p>Able to work on own initiative and as a member of a team.</p> <p>Excellent communication skills and the ability to communicate at all levels.</p>	<p>Knowledge of other service providers in the area.</p>

<p><b>Other</b></p>	<p>Able to relate to people with motivational challenges or learning difficulties.</p> <p>Able to work with both groups and individuals on a one to one basis and with the ability to deliver services to both.</p> <p>Enthusiastic and able to motivate others.</p> <p>Project a professional image.</p> <p>Able to travel throughout South Lanarkshire and surrounding area.</p>	<p>Current driving licence</p>
---------------------	--	--------------------------------