# Better Lives Partnership Employability Support Worker

# Person Specification

|  |  |  |
| --- | --- | --- |
| E – Essential D – Desirable  | E  | D  |
| **Qualifications:** * Passes at National 5 level or above in a broad range of subjects to include English and Mathematics.
* Relevant qualification at level 6 or above
 |  X   | X  |
|  **Experience:** * Experience and knowledge of disability issues (employed or voluntary);

 * Experience of working with voluntary/statutory organisations that support young people and families with additional support needs;

 * Experience of partnership working with young people with additional support needs and their families;

 * Experience of delivering educational programmes.
 |    X  X   X   X  |   |
|  **Skills and Abilities;**  * Good verbal, written and non-verbal communication skills with the ability to communicate in a clear and straightforward manner;

 * Understanding the needs of families affected by disability;

 * Computer skills, working with a full range of IT;

 * Knowledge of equal opportunities issues;

 * Ability to maintain accurate records;
 |    X   X  X  X  X   |               |
| * Understand the need for confidentiality;

 * Ability to build trusting relationships;

 * Skills, confidence and ability to support disadvantaged people to engage in work experience roles;

 * Ability to develop learning materials and provide training to enable individuals to develop their skills and confidence in the work setting;

 * Good organisational skills including time management and prioritisation of tasks;

 * To be risk aware and actively support people within a positive risk management framework;

 * Knowledge of Health and Safety Guidelines including risk assessment.
 |  X  X  X  X   X     |              X  X  |
|  **Knowledge:** * Knowledge of disability services;

 * Knowledge of disability issues;

 * Anti-discriminatory practice.
 |    X  X  X  |   |
|  **Personal Attributes:**  * Respectful of all people as valued individuals;

 * Committed to promoting positive outcomes for disadvantaged people in Dumfries and Galloway;

 * Ability to work on own initiative within an agreed structure;

 * Ability to lone work and make decisions.

  |    X  X   X  X   |   |
| * Honest and trustworthy;

 * Positive attitude towards disability;

 * Enthusiastic and motivated;

 * Flexible and creative;

 * Aware of limitations;

 * Responsive, reliable and able to take on responsibility;

 * Personal confidence to support individuals to participate in work experience in a wide range of settings (including the use of public transport).
 | X  X  X  X  X  X   X  |  |
|  **Other Requirements:**  * Ability to work evenings and occasional weekends as required;

 * A full clean driving licence and full access to own vehicle to transport young people to activities relating to their attendance at the programme.
 |    X  X |   |
| **Prepared by: A. McEwan Date: 10th of October 2025** |