



Person specification			
Post title	Routeway Trainer	Grade	Grade F (JE Ref A4436)
Service Area	Regeneration and Economic Development	Section/team	Knowsley Works

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to coach, mentor and motivate clients to overcome their barriers to gaining employment, training and/or education.	E	A, I
S2	Experience in the delivery of various training activities including individual and group training sessions, open days, taster sessions, inductions.	E	A, I
S3	Excellent communication, organisational skills and customer service skills.	E	A, I,
S4	Experience of delivering employability training, and good knowledge of the local labour market.	E	A, I
S5	Experience of conducting client assessments, for example, dyslexia screening, basic skills assessments, to inform individual training needs.	E	A, I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles.	E	A, I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour.	E	A, I
P3	A demonstrable willingness to share information and work with other people.	E	A, I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	A, I
P5	Demonstrate a willingness to be flexible.	E	A, I
P6	Ability to represent the service to partners and agencies.	E	A, I
P7	Be motivated and share this attitude with colleagues and customers.	E	A, I

January 2021





P8	Demonstrate a commitment to continuous vocational development.	E	A, I
P9	Mobility. Casual car user allowance/travel payable.	E	A, I
Communication			
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	E	A, I
Qualifications			
Q1	Hold or working towards NVQ Level 3 or above in Information, Advice and Guidance, or an equivalent relevant qualification.	E	A, I, C
Q2	Hold or working towards a relevant training qualification, for example PTLLS.	E	A, I, C
Health and safety			
H1	Ability to use equipment as instructed and trained. Ability to inform management of any health and safety issues which could place individuals in danger.	E	A, I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
25.10.21	Patrick McCarten	Head of Employment Initiatives

January 2021





Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

January 2021

