



Person Specification			
Post title	Apprenticeship Employer Engagement Adviser	Grade	G / £31,067 - £32,654

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months * * *

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of working people in an employment related advice and guidance role	CV/SS, I
S2	Experience in supporting disadvantaged people into employment / apprenticeships	CV/SS, I
S3	Ability to design and deliver bespoke training sessions in line with service and employer requirements for instance, cv writing and application support	CV/SS, I
S4	A record of working with employers to find suitable job opportunities or work placements	CV/SS, I
S5	Experience of organising large career days / recruitment events	CV/SS, I
S6	Experience of supporting employers with their recruitment needs	CV/SS, I
S7	Experience of working within a network of partner organisations and experience of working with other partner agencies, for instance local colleges and training providers.	CV/SS, I
S8	Experience of working to challenging targets and deadlines	CV/SS, I
S9	Experience of organising and managing your own workload and maintenance of employer / client records.	CV/SS, I
S10	Willingness to work across the wider employment initiatives team when the need arises.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I

June 2024





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	CV/SS, I
Qualifications		
Q1	NVQ level 3 or above in Information, Advice and Guidance, or equivalent, relevant qualification	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

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.

June 2024

