



Person specification			
Post title	Restart Trainer	Grade	Pay Band G / SCP 19-22
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 participants to overcome their barriers to gaining employment, training and or educational opportunities.	Essential	A/I
S2	Experience in the planning, design and delivery of planned training, open days, taster sessions and inductions for new participants.	Essential	A/I
S3	Excellent communication, organisational skills and customer service skills.	Essential	A/I
S4	Substantial experience of supporting the delivery of various employability related training activities and employment type programmes.	Essential	A/I
S5	Experience of conducting client assessments, for example dyslexia screening, basic skills assessments, to inform individual training needs.	Essential	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	Essential	A/I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A/I
P3	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	Essential	A/I
P4	Demonstrate a willingness to be flexible.	Essential	A/I
P5	Ability to represent the service to partners and agencies.	Essential	A/I
P6	Be motivated and share this attitude with colleagues and customers.	Essential	A/I

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P7	Demonstrate a commitment to continuous vocational development.	Essential	A/I
P8	Mobility. Casual car user allowance/travel payable.	Essential	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.	Essential	A/I
Qualifications			
Q1	Hold or working towards NVQ level 3 or above in Information, Advice and Guidance, or an equivalent relevant qualification.	Essential	A/I/C
Q2	Hold or working towards a relevant training qualification, for example PTTLS.	Essential	A/I/C
Health and safety			
H1	Ability to use equipment as instructed and trained	Essential	A/I
	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A/I

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

Date	Approved by authorised manager	Designation

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

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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.

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