

PERSON SPECIFICATION

LAST UPDATED 01 FEB 2020



	Assessment and Early Interventions Advisor	Essential	Desirable
	Knowledge/ability		
1	A good standard of General Education	E	
2	Ability to use email, Microsoft Office and other relevant IT systems.	E	
3	Good standard of numeracy and literacy	E	
4	Knowledge and understanding of Domestic Abuse and/or sexual violence and its impact		D
5	Good knowledge of Safeguarding procedures	E	
6	Knowledge of the local area & available services		D
7	Knowledge of legal rights for victims of domestic abuse		D
	Experience		
8	Experience of working directly with customers / service users in a challenging or potentially challenging environment	E	
9	Experience of IT administration	E	
10	Experience of risk assessing clients		D
11	Experience of working with victims of domestic abuse or sexual violence		D
12	Experience of safety planning with clients		D
13	Experience of working in a support or advocacy role	E	
	Skills		
14	Excellent written and verbal skills with an attention to detail	E	
15	Good interpersonal & communication skills	E	
16	A willing and flexible approach.	E	
17	Able to work as part of a team or alone.	E	
18	An understanding of confidentiality principles		D
19	Be willing to undertake further training.	E	
20	Experience of lone working		D
21	Awareness of health and safety issues.		D
	Personal characteristics		
22	Ability to prioritise, multi-task and perform under pressure	E	
23	Demonstrates an interest in equality and diversity	E	
24	Demonstrates an ability to work as part of a team	E	

25	Demonstrates a true commitment to safeguarding and supporting vulnerable people.	E	
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The application form asks you to set out how you meet the qualities/skills outlined in the Person Specification AND IS THE MOST IMPORTANT PART OF YOUR APPLICATION. This is your chance to explain why you are suitable for the job. You should try to show how you meet the criteria set out in this person specification. Applicants who are able to provide examples of how they meet the criteria are more likely to be offered an interview. Consider all the relevant experience you have gained and make sure that you tell us about it.