

**Person Specification**  
**Building Bridges Support Worker**

Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	Essential	Desirable
	At least 12 months' experience supporting individuals to progress into education or into the workplace	Experience of working with individuals with complex barriers and challenges
	Experience in supporting individuals to articulate their barriers and challenges, set SMART goals and develop action plans to progress	Experience with providing in-work or in- education support to help individuals to maintain progress and sustainable outcomes
	Driving Licence	MiDAS trained/D Class (minibus) driving licence
		First Aid Certificate
	Educated up to equivalent GCSE Grade C (minimum) in Maths & English	A qualification in Supported Employment or IAG
		Awareness and use of social media and marketing skills
	Knowledge of good practice in health & safety, safeguarding, Prevent and confidentiality	
	Experience of planning meetings and events	
	Experience of addressing issues of equality and diversity	
	Ability to demonstrate a flexible approach to working hours – some evening and weekend work may be required	
	Good listening & communication skills	
	Ability to use own initiative and demonstrate perseverance	
Experience of managing groups and individuals, and resilience to deal with emotional and behavioural difficulties presented by participants and their circles of support		

	Adaptable, flexible, and creative	
	Ability to work independently and as part of a team	Experience of multi-agency/partnership working
	Good interpersonal skills, able to relate to decision makers, funders, stakeholders, and participants	
<b>Good IT skills Personal attributes</b> (Initiative, building, relationships, team working, equipment, data etc.,)	Good written, verbal and IT skills including use of MS Office suite	Experience using video conferencing
		Experience using CRM database management systems
	Well organised, confident, and self-motivated	
	Good attention to detail	
	Accurate recording of information, data maintenance and monitoring	
<b>Resource Management</b> (Assets, finances etc.,)	Resourceful, with an understanding of expenses and budget management	Knowledge of GDPR and confidentiality

Due to the nature of the work involved, you will be required to undertake a satisfactory Enhanced DBS check.