

**PERSON SPECIFICATION**

**PRINCES PARK GARDEN CENTRE (ABILITY COOPERATIVE LTD)**

The person specification is an important part of the recruitment process. It needs to be completed carefully and accurately as it will form the basis of short listing, interviewing and appointing the successful applicant.

Applicants should demonstrate in their application how they meet these requirements.

**POST: WORK SUPPORT MENTOR**

SKILLS/KNOWLEDGE/ EXPERIENCE

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|  | **Essential Criteria** |
|  | To possess a current satisfactory Enhanced Disclosure Barring Service (DBS) certificate or obtain one |
|  | Ability to participate in the assessment of service user needs and contribute to the implementation of individual learning plans |
|  | Ability to communicate clearly to service users |
|  | Ability to demonstrate and communicate basic skills in a work environment |
|  | Ability to work as a team member with the day to day running of the garden centre, including forward planning and monitoring |
|  | Willingness and enthusiasm to develop and be actively involved in developing the service |
|  | Ability to use own initiative |
|  | Experience of working in/ with/ for the community |
|  | A basic knowledge and interest in horticulture and the environment |
|  | Ability to record information accurately, in writing and electronically, including numerical information |
|  | Ability to provide excellent customer service to visitors to the garden centre |
|  | Ability to communicate effectively with parents, carers, other agencies and others |
|  | Ability to represent the Ability Cooperative Ltd in a positive and constructive manner |
|  | Ability to comply with health and safety regulations,policies and procedures |
|  | A commitment to helping others achieve their goals and ambitions and a passion for empowering others |
|  | Ability to manage own time effectively and assist placements, volunteers and other trainees to develop their time management skills |
|  | Commitment to work in a way which always has the highest regard for the individual |
|  | To possess a current, clean driving licence |

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|  | Desirable Criteria |
|  | Experience of working with adults who have a disability |
|  | Experience of working in a social enterprise |
|  | To hold NVQ level 2 in Health and Social Care or above |
|  | Educated to degree level or equivalent |