**Wildside Activity Centre**

**Person Specification**

**Job Title Employment Support Worker**

**Job Purpose and Role**

Wildside Activity Centre is an Environmental and Adventurous Education Activity Centre working with all age groups. Our mission is to provide enjoyment of the outdoors by offering adventurous and healthy activities whilst promoting an underlying appreciation of the environment.

The Wild for Skills Project aims to increase participation at the Centre in volunteering or work experience by people who are unemployed and to evaluate the effectiveness of such work. The post holder will contribute to this purpose by managing the delivery phase, its recruitment and outreach and its budget, monitoring progress and reporting as well as offering face to face support to the project users, including working with them on the practical tasks as appropriate.

The Centre runs a Conservation Volunteer Group, which undertakes practical outdoor work on habitat enhancement, helping wildlife and maintaining the Centre and its grounds. This work will provide the main source of volunteer work. The post holder will therefore work closely with the Conservation Project Leader.

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|  | **Essential** | **Desirable** |
| **Experience** | Experience of involving local people in volunteering.  Experience of programme planning.  An understanding of issues affecting the long-term unemployed, including young adults.  . | Experience in training, teaching, youth work or supporting adults and young adults.  Experience of assessing learning needs.  Experience of managing projects and their budgets.  Experience of monitoring outputs and outcomes.  Experience of working with/supporting volunteers.  Experience of working with people with learning difficulties, mental health issues or facing other disadvantages in the labour market.  Experience of practical outdoor conservation work.  Personal experience of being a volunteer. |
| **Skills** | Strong organisational skills.  Networking skills.  Good written and oral communication skills.  Computer literacy and a good level of IT skills. | Marketing skills.  Skills in developing and designing publicity.  Presentation skills.  Skills in outreach work.  Car driver/owner desirable. |
| **Knowledge** |  | Knowledge of Wolverhampton.  Understanding and/or experience of benefit systems or the Work Programme.  Knowledge of health and safety systems and an understanding of their importance. |
| **Qualifications and/or training** | Good educational qualifications to at least GCSE/ O level or equivalent. | Educational qualifications to diploma or degree level. |
| **Personal Qualities** | Warmth, empathy, approachability and friendliness.  Reliability.  Ability to relate well to a wide range of people and age groups, including young adults. Cont’d.  Ability to motivate others.  Ability to work as part of a team and with project partners.  An ability to work on own initiative.  A flexible and adaptable approach.  An ability to set boundaries with user groups. | Personal motivation to help others progress to employability and access the benefits of being in the outdoors. |
| **Commitment** | A strong commitment to helping others gain skills and employment.  Willingness to work closely with other staff and volunteers at Wildside.  Willingness to participate with volunteer groups in outdoor conservation work.  To demonstrate a commitment to equal opportunities and inclusion and an understanding of their relevance to the project.  To share the ethos and aims of Wildside, particularly in encouraging appreciation of the natural world and understanding the benefits of getting outdoors. |  |