

HCS LTD

Person Specification for Trainee Connexions Personal Advisers

- ◆ Has undertaken at least 6 months of the NVQ Level 3 in Advice and Guidance and be demonstrating good progress and be willing to undertake the NVQ Level 4 in 'Learning, Development, Support Services for children, young people and those who care for them' (LDSS).
- ◆ A genuine interest in young people and an understanding of the issues facing them
- ◆ The ability to engage with a wide range of young people including those who face barriers to progression in learning, and to support their transition to a positive outcome.
- ◆ Excellent communication skills with the ability to adapt style according to need.
- ◆ Good negotiation and advocacy skills to work with partner organisations for the benefit of clients.
- ◆ Organisational skills and the ability to meet targets.
- ◆ Ability to work effectively in teams and network with internal and external partners.
- ◆ A flexible and proactive approach with the ability to work remotely and on own initiative.
- ◆ Ability to keep and maintain accurate client and management information records.
- ◆ Willingness to evaluate and develop own performance and engage in supervision and the Company's performance management process.
- ◆ Be a car driver and have regular use of a car.
- ◆ Be located within Hertfordshire or within easy access to Hertfordshire.