

### Person Specification

<b>Job Title</b>	Careers & Community Engagement Outreach Worker	<b>Team</b>	Recruitment & Development
<b>Salary Grade</b>	Grade 6	<b>Directorate</b>	People & Organisational Development

	<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Good standard of literacy & numeracy	✓		A & I, P D
	<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Experience of volunteering or working with individuals / groups / organisations who represent under - represented groups i.e. women and people from ethnic minority backgrounds as well as the LGBT community in Merseyside	✓		A & I
	Have strong relationships and links with individuals / groups / organisations who represent under – represented groups in Merseyside	✓		A & I
	Experience of attending & presenting at events and providing information to the public	✓		A & I
	Experience of working as part of a busy team, working to tight deadlines	✓		A & I
	Experience of offering guidance to others	✓		A & I
	Experience of arranging events		✓	A & I
	Previous experience of working in a recruitment / HR role		✓	A & I
	<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Have a good understanding and awareness of the diverse communities across Merseyside	✓		A & I
	Knowledge and practical understanding of recruitment processes		✓	A & I
	Knowledge of MF&RS		✓	A & I
	<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Excellent interpersonal skills with the ability to communicate effectively with a wide range of people in a clear and accurate manner	✓		A & I
	Have the ability to successfully engage with people from diverse communities and be able to build positive working relationships	✓		A & I
	Be confident, tenacious and highly self motivated	✓		A & I
	Strong customer focus and have a desire to deliver a quality service	✓		A & I
	Able to work with a range of internal and external partners to achieve positive outcomes	✓		A & I

	Able to work independently and as part of a team	✓		A & I
	Ability to demonstrate initiative and challenge where appropriate	✓		A & I
	Strong accuracy and attention to detail	✓		A & I
	Excellent time management skills, with the ability to multi - task and prioritise	✓		A & I
	Good problem solving skills, be solution focused	✓		A & I
	Good IT skills using Word, Excel, Outlook and PowerPoint	✓		A & I
	<b>Work Related Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Able to work flexibly during busy periods and able to attend events during evenings and weekends	✓		A & I
	Basic Disclosure check (verification of unspent criminal records will be undertaken in the form of a Basic Disclosure check).	✓		MFRS
	Hold a full UK driving licence		✓	P D

Key to assessment methods:

A – Application form

I - Interview

P D - Produce documentation

MFRS – Merseyside Fire & Rescue Service will process a Basic Disclosure check upon offer of conditional employment

**Date person specification prepared / revised: November 2021**

**Prepared / revised by: L. Inman**

