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|  | **Experience** |  | Application | Interview | Exercise |
| 1 | At least 1 years’ experience of supporting volunteers who support people at risk of harm or exploitation | Essential | X | x |  |
| 2 | Working in a way that recognises difference, challenges inequalities, and empowers clients, colleagues, and everyone we come into contact with. | Essential | X | x | x |
| 3 | Facilitating/delivering successful training and presentations | Essential | X | x | x |
| 4 | Working to targets and reporting against these | Essential | X | x |  |
| 5 | Direct experience of migration, or seeking asylum | Desirable | X | x |  |
| 6 | Planning, managing and delivering volunteering projects | Desirable | X | x |  |
| **Knowledge/Understanding** | |  |  |  |  |
| 7 | Can use IT to support a wide range of tasks, including Word, Excel, Outlook and social media | Essential | X | x |  |
| 8 | Understands the importance of collaboration and working in partnership, when delivering services to people who might be at risk of harm or exploitation. | Essential | X | x |  |
| 9 | Understands how to manage risk, and safeguard the health, safety and wellbeing of volunteers and clients | Essential | X | x |  |
| 10 | Understands how gender, ethnicity, dis/ability and sexuality impact on the way people ask for and get help | Essential | X | x | x |
| 11 | Understand the pressures and difficulties refugees and migrants can face when trying to find and secure work. | Essential | X | x | x |
| 12 | Has knowledge of migrant communities in Leeds | Desirable | X | x |  |

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| **Abilities** | |  |  |  |  |
| 13 | To work in ways that are respectful, inclusive and which motivate~~s~~ other people. | Essential | X | x | x |
| 14 | To write and speak clearly, and ensure one is understood (including communicating with people who have English as a second language) | Essential | X | x | x |
| 15 | To help people learn new things, facilitate discussions, and to share knowledge and understanding with others | Essential | X | x |  |
| 16 | To keep records of what we do, and to use these records to spot trends and make improvements. | Essential | X | x | x |
| 17 | To work flexibly as part of a team, and to build and sustain strong working relationships with  a wide range of people. | Essential | X | x |  |
| 18 | To collaborate with and involve refugees and migrants in the way LASSN plans delivers and reviews its services | Essential | X | x | x |
| 19 | To work effectively under pressure, delegate effectively, and take a "can do" approach | Essential | X | x |  |
| 20 | Fluency in a relevant community language (eg Czech, Roma, Farsi, Eritrean, Arabic etc) | Desirable | X | X |  |

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| **Personal Qualities** | |  |  |  |  |
| 21 | A high degree of personal motivation and a willingness to learn new skills, take on challenges and undertake relevant training | Essential | X | x |  |
| 22 | Willingness to give and receive constructive feedback | Essential | X | x |  |
| 23 | Committed LASSN's Vision and Values | Essential | X | x | X |
| 24 | Willingness to work flexible hours including some evening and weekend work | Essential | x | x |  |
| 25 | Car owner / driver | Desirable | x |  |  |