

The Signpost to Polish Success

PERSON SPECIFICATION:

Information Officer worker

Abilities and Skills

- Ability to work as part of a team (E)
- Ability to work under own initiative (E)
- Experience of planning and working collaboratively (E)
- Commitment to equal opportunities and challenging discriminatory Practices (E)
- Ability to identify and respond to the needs of Eastern European migrants (E)
- Experience of maintaining records & monitoring progress (D)
- Confidence in dealing with local community services (D)
- Good time management and organisational skills (E)
- Ability to conduct research (E)
- Ability to communicate clearly in spoken & written English (D)
- Ability to communicate clearly in spoken & written Polish (E)
- Ability to communicate in both written and spoken form in another East European language (D)
- Ability to fulfil administrative requirements (D)
- Ability to network with local statutory and voluntary institutions (D)
- Ability to provide effective information and support (E)
- Ability to represent the interests of Eastern European migrants in public (D)
- Ability to have empathy for vulnerable people (E)
- Ability to contribute to other SPS services (E)
- Ability to share information and knowledge with SPS users and staff (E)
- Ability to work part-time (E)

Education and Training

- Evidence of appropriate training and experience (E)

Experience/ Knowledge

- Of working with ethnic minority communities (E)
- Of the needs and issues affecting Eastern European migrants (D)
- The way that the voluntary sector functions (D)
- Of local statutory and voluntary organisations (D)
- Of assessing & responding to needs appropriately (E)
- Of other local community services e.g. HM revenue and Customs, Nottingham City Council, Nottinghamshire County Hall, City Homes, schools, libraries, health and other appropriate agencies (D)

Transport

- Ability to drive would be an advantage but not essential (D)

E = Essential for this post

D = Desirable for this post