

PERSON SPECIFICATION Recruitment and Progression Officer

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Full and clean driving licence 	<ul style="list-style-type: none"> • D1 driving licence (for minibus)
Skills and abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, with the ability to build and manage relationships at all levels. • Inclusive Communication: Ability to communicate inclusively, ensuring that all stakeholders, including individuals with disabilities or facing life challenges, feel valued and respected. • Cultural Competence: Understanding and appreciating diverse cultural backgrounds and perspectives, with the ability to navigate cultural nuances sensitively. • Empathy and Compassion: Genuine empathy and compassion towards individuals facing difficulties in their lives, coupled with the ability to effectively convey empathy in communication and interactions. • Collaborative Problem-Solving: Skill in collaborative problem-solving, working inclusively with diverse teams to address challenges and find innovative solutions. • Accessibility Awareness: Awareness of accessibility considerations in communication and partnership activities, ensuring that all materials, interactions, and potential placements are accessible to individuals with disabilities. • Creative problem-solving abilities and a self-starter mindset. • Exceptional attention to detail and commitment to high-quality writing and editing. 	<ul style="list-style-type: none"> • Strong network of local contacts. • Knowledge of mental health awareness, substance misuse, offending issues, physical and learning disabilities, and alcoholism is an advantage.

Experience/ Knowledge	<ul style="list-style-type: none"> • Experience in dealing with vulnerable adults • Experience and knowledge of electronic record-keeping and reporting. • Experience in organising community events and activities • Experience in supporting people in an outdoor setting • Working in a community setting. 	
Personal Effectiveness	<ul style="list-style-type: none"> • Confident • Empathetic manner with people • Prepared to be flexible • Able to use initiative • Ability to work under pressure • Organised and good time-management skills • Comfortable outdoors in all weathers • Commitment to weekend and evening work as occasionally required • Flexibility in working hours and willingness to travel 	
Circumstances	<ul style="list-style-type: none"> • Commitment to support Rhubarb Farm’s vision, mission, and values. 	
Equity, Diversity & Inclusion	<ul style="list-style-type: none"> • Demonstrable ability to work effectively with people from a range of ethnic, cultural, religious, and social backgrounds - any gender, sexual orientation, all ages, and all abilities. 	