



<b>POST TITLE:</b>	Community Education Officer		
<b>LOCATION:</b>	Newtown		
<b>POST NUMBER:</b>			
<b>GRADE:</b>	Grade 5		
<b>DEPARTMENT:</b>	Community Safety		
<b>DIVISION:</b>	Powys		
<b>SECTION:</b>	N/A		
	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESSMENT</u></b>
<b><u>QUALIFICATIONS/VOCATIONAL TRAINING/COMPETENCES</u></b>			
5 GCSE's grade C or above, to include Welsh and/or English, and Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and Certificates
Appropriate qualification in teaching, training or education related subject	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and Certificates
Current Driving Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
<b><u>KNOWLEDGE</u></b>			
Knowledge and understanding of the Community Safety Services provided within the Command/Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
Knowledge and understanding of the role of the Fire & Rescue Service within the community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
<b><u>EXPERIENCE</u></b>			
Proven ability to work effectively on own initiative as well as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Proven ability to work effectively to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience in a similar role or education background	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
<b><u>JOB RELATED / PERSONAL SKILLS</u></b>			
Numeracy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work to agreed strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Enthusiastic and committed approach to providing a quality service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, references and interview

Organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, references and interview
♦ The post holder must be prepared to undertake relevant training in order to become multi-skilled.			
<b><u>COMMUNICATION SKILLS</u></b>			
Welsh verbal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Welsh written skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
English verbal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
English written skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
<b>WHERE A CRIMINAL RECORD CHECK HAS BEEN IDENTIFIED AS RELEVANT TO THIS POST THE LEVEL OF CHECK AND JUSTIFICATION FOR CARRYING OUT SUCH A CHECK IS SPECIFIED BELOW:</b>			
<b>STANDARD DISCLOSURE:</b>	<input type="checkbox"/>	<b>ENHANCED DISCLOSURE:</b>	<input checked="" type="checkbox"/>
<b>JUSTIFICATION : Working with children on a regular basis.</b>			
<b>PREPARED BY:</b>	<b>HB GILL</b>	<b>DATE PREPARED:</b>	<b>30/10/2017</b>