



BAWSO STAFF PERSON SPECIFICATION FORM

Requirement of Applicants: The person appointed must fulfil the following requirements or have the potential to do so quickly through available training It is essential that when making an application, candidates specifically address the criteria set out in the Person Specification. This information will be used in deciding those to be shortlisted.			
POST: Refuge Warden		PROJECT: Accommodation	
REQUIREMENTS	ESSENTIALS	DESIRABLE	HOW IDENTIFIED
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Good attendance record and ability to cope with pressure 		Reference Check
EDUCATION	<ul style="list-style-type: none"> • Able to grasp ideas and concepts easily. • Be willing to undertake all security related training such as; conflict management. • Possess or be prepared to work towards COSH training, fire evacuation training and other basic health and safety training. 	<ul style="list-style-type: none"> • Possess or be prepared to work towards First Aid at work certificate 	Application Form, Interview and Certificates
PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> • The ability to undertake first aid duties. • Experience in Working with women with Mental Health and Drugs and Alcohol Abuse issues . • Substantial experience of providing support to vulnerable people including casework experience with women who have experienced violence. • Experience of past or present involvement with women's group and Black & minority ethnic community organisations in a working or voluntary capacity. • Have an interest in working in a refuge setting. 	<ul style="list-style-type: none"> • Experience and knowledge of carrying out assessments and developing support plans from these. 	Application Form, Interview and reference check.

REQUIREMENTS	ESSENTIALS	DESIRABLE	HOW IDENTIFIED
SKILLS, KNOWLEDGE, CAPABILITIES, ABILITIES	<ul style="list-style-type: none"> • Good communication skills. • Good written and spoken English. • The ability to establish a good rapport with students. • A genuine commitment to provide for the welfare and support of students. • A good level of organisational and administrative ability. • The ability to remain calm in pressured situations and take control. • The ability to work on own initiative. • Problem solving skills. • Good time management skills. • The ability to exercise appropriate judgment to different circumstances. • The ability to manage conflict. • Strong negotiation skills. • Self-confidence and the ability to command respect. • Flexibility and willingness to work unsocial hours. 	<ul style="list-style-type: none"> • Basic Counseling Skills and Knowledge of other support services. • Knowledge of the various local minority communities. • Discreet and respectful of confidentiality. • Approachable in manner, empathetic and have a non-judgmental approach. • Committed and responsible for promoting and safeguarding the welfare of children and young adults. Ability to work under pressure and with users who may be demanding or have high support needs. • An ability to speak, read and write one or more of the minority languages. A clean driving license and access to a car. 	<p style="text-align: center;">Application Form, Interview and reference check.</p>

**Exemption sought under Equality Act 2010, Schedule 9, and Part 1. WOMEN only need apply.
Successful candidates will be required to undertake an Enhanced Criminal Records Bureau Disclosure.**