

**THE DURHAM TEES VALLEY COMMUNITY REHABILITATION COMPANY LIMITED
PERSON SPECIFICATION**

POST	Probation Service Officer
FUNCTION	Unpaid Work

EXPERIENCE

ESSENTIAL:

- Supervisory experience

DESIRABLE:

- Experience of supervising/working with participants.
- Previous experience of driving a minibus.
- Intermediate or senior youth and community work experience.

QUALIFICATIONS

ESSENTIAL:

- Good general level of education

DESIRABLE:

- First Aid Certificate

SKILLS

ESSENTIAL:

- DIY
- Excellent written and verbal communication skills.

DESIRABLE:

- Trade background i.e. joiner, bricklayer.
- Report writing skills
- Basic IT skills

PERSONAL QUALITIES/ATTITUDE

ESSENTIAL:

- To be firm and assertive in order to control a group.
- To work as part of a team.
- To be able to command respect of clients.
- Sense of humour
- To be able to maintain confidentiality.
- To be able to take instruction.

DESIRABLE:

-

KNOWLEDGE

ESSENTIAL:

- Working knowledge of Health & Safety.

DESIRABLE:

- An understanding of the work of the Probation Service in particular Unpaid Work.

OTHER

ESSENTIAL:

- Full Driving License

DESIRABLE:

- Own transport
- Confident to drive a minibus with an attached trailer