#### 

#### **Person Specification**

#### **Wellbeing Officer**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| * Level 4 qualification in relevant discipline (HNC or equivalent) | **\*** |  |
| * Relevant experience | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent) | **\*** |  |
| * Level 2 qualification in Maths (GCSE or equivalent) | **\*** |  |
| * IT literate to level 3 | **\*** |  |
| * Experience of working in a student facing role | \* |  |
| * Mental Health First Aid qualification |  | **\*** |
| * First Aid certificate |  | **\*** |
| * Fire Marshall qualification |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekend | **\*** |  |
| * Able to travel as needed to fulfill the requirements of the post | **\*** |  |
| Personal Skills |  |  |
| * Excellent literacy/numeracy/ note taking skills | **\*** |  |
| * Excellent organisational skills |  |  |
| * Able to prioritise workload | **\*** |  |
| * Able to work independently | **\*** |  |
| * Able to exercise sound judgement | **\*** |  |
| * Good problem solving skills | **\*** |  |
| * Able to work to deadlines | **\*** |  |
| * Able to work in different learning environments/ in a variety of settings, including remote working. | **\*** |  |
| * Able to respect confidentiality | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – oral and written | **\*** |  |
| * Able to motivate others | **\*** |  |
| * Able to foster good working relationships with staff and learners |  |  |
| * Empathetic to learners needs and circumstances | **\*** |  |
| * Able to communicate in Welsh |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality | **\*** |  |
| * Commitment to Health and Safety |  |  |
| * Commitment to Continuing Professional Development | **\*** |  |
| * Commitment to Diversity | **\*** |  |
| * Professional | **\*** |  |
| * Diplomatic | **\*** |  |
| * Reliable | **\*** |  |
| * Adaptable | **\*** |  |
| * Empathetic | **\*** |  |
| * Shows initiative | **\*** |  |