**Person Specification: Cafe Learning & Development Worker**

**Skills and experience**

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| **Essential** | **Desirable** |
| Experience in supporting clients with additional support needs – adults and/or young people | Experience in supporting clients affected by mental health problems |
| Organised with an ability to maintain effective record keeping systems | Experience of CaseLink, City of Edinburgh Council’s employability monitoring system |
| Strong relationship building and partnership working skills | Understanding of key partners relevant to Broomhouse Centre & Enterprises, including referrals agencies and/or employers |
| A keen interest in food | Catering Qualifications: Elementary or Intermediate Food qualifications |
| ~~Working with volunteers and/or trainees in a training environment ‐ line management /co‐ ordination experience of volunteers or staff activity or supervisory role~~ | ~~The ability to recruit, line manage, supervise, support and motivate a diverse volunteer and/or trainee team, having developing volunteers or staff in similar setting(s)~~ |
| Work in a customer‐focused service, maintaining excellent quality standards |  |
| Exercise judgement and thinking in order to solve day to day issues in service delivery |  |

**Education**

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| **Essential** | **Desirable** |
| Relevant experience and/or qualifications to Health Social Care/Community Learning Development and/or youth sector | Educated to degree level or equivalent in a relevant discipline |

**Personal**

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| **Essential** | **Desirable** |
| Communication skills that inspire and influence internally and externally; Effective written and interpersonal skills |  |
| Fluent use of standard office equipment and information & communication technology |  |
| Trustworthy and able to work with integrity within policy and values framework |  |
| Contributor to team work |  |
| Ability and willingness to travel across Edinburgh and some evening work |  |
| A positive outlook, ‘can-do’ attitude and enabling style |  |