Person Specification

Post: Level 3 Community Liaison Officer

Attributes	Essential	Desirable	How identified
Qualifications	• Grade C or above in GCSE English and mathematics	• Level 3, or equivalent, in advice, social care, supporting parents, Early Years, health, education or community work, or other appropriate discipline • Counselling qualification • Designated Safeguarding Lead trained	• Application • Certification
Experience	• Values driven • Working in a similar role - providing a public facing service • Working in an educational setting with children, young people and families • Working to tight deadlines in a busy environment	• Working in an inner-city area of high deprivation • Representing a brand in an outwards facing role • Multi-agency working	• Application • Interview • References
Knowledge and skills	• Build and maintain effective working relationships with colleagues, families and the wider community • Communicate effectively with a wide range of stakeholders • Work independently on own initiative and contribute as part of a team • Willingness to work flexible hours including evenings • Maintain confidentiality and discretion at all times • Microsoft Office, especially Outlook, Excel and Word • Efficient administrator • Commitment to safeguarding	• Understanding of what makes a Dixons academy different and successful • Local knowledge including services available to young people and vulnerable families • Competent in the use of MIS (e.g. Bromcom/SIMS) • Trained first aider • Ability to speak an additional language	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Be able to work on own initiative • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy		• Application • Interview • References