



Person Specification			
Post title	ILM Development Adviser	Grade	G / £32,061 - £33,699 per annum

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Proven experience in delivering employment and training-related advice and guidance, supporting individuals to achieve their career goals.	A / I
S2	Track record of successfully assisting disadvantaged clients into employment, voluntary roles, training programmes, or apprenticeships.	A / I
S3	Experienced in organising caseloads and maintaining precise, compliant records to uphold service standards and data integrity.	A / I
S4	Skilled in building and sustaining partnerships with a network of organisations and agencies, fostering collaborative service delivery.	A / I
S5	Excellent written communication and presentation skills, complemented by proficiency in IT systems and digital tools.	A / I
S6	Proven ability to work to ambitious targets and deadlines, maintaining focus and delivering results under pressure.	A / I
S7	Experience in supporting employers with recruitment needs, including designing and delivering bespoke recruitment packages aligned with service and employer requirements.	A / I
S8	Proven ability to organise and manage large-scale recruitment events, ensuring successful outcomes for employers and clients.	A / I
S9	Skilled in coaching and mentoring clients in the workplace, promoting sustained employment and career	A / I

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	development.	
S10	Must demonstrate commitment to supporting wider employment initiatives whenever required.	A / I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect.	I
Communication		
C1	The ability to speak fluent English.	I
C2	Effective communicator who values teamwork, demonstrates openness, and considers others’ viewpoints.	A / I
Qualifications		
Q1	NVQ level 3 or above in Information, Advice and Guidance, or equivalent relevant qualification.	A / I, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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