

# 'INSPIRING LIVES, CHANGING FUTURES'

Registered Charity No: 222533



## Person Specification

We have described below the range of qualifications, experience, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify training/development needs once in post. We aim to recruit individuals who largely satisfy these criteria. Shortlisted candidates will need to demonstrate how they meet the essential criteria.

|                   |                   |                 |                  |
|-------------------|-------------------|-----------------|------------------|
| <b>Job Title:</b> | Appropriate Adult | <b>Service:</b> | Criminal Justice |
|-------------------|-------------------|-----------------|------------------|

|  | <b>Essential/<br/>Desirable<br/>Criteria</b> | <b>Key for<br/>Assessment</b> |
|--|--|-------------------------------|
| <b>Qualifications</b>  |  |                               |
| Basic to intermediate level of English and ICT   | E  | A                             |
|  |  |                               |
| <b>Experience</b>  |  |                               |
| Experience of working with/supporting young people and vulnerable adults   | D  | A/I                           |
|  |  |                               |
| <b>Knowledge</b>   |  |                               |
| Basic knowledge of relevant parts of the criminal justice system including police procedure and the role of the appropriate adult          | D  | A/I                           |
| Basic knowledge of mental health/ learning difficulties issues facing adults   | D  | A/I                           |
| Basic knowledge of current issues facing children and young people   | E  | A/I                           |
| Knowledge of documenting information and completing forms  | E  | A/I                           |
|  |  |                               |
| <b>Skills/Attributes</b>   |  |                               |
| The ability to represent CANW's Appropriate Adult Service in a positive and professional manner at all times                               | E  | A/I                           |
| The ability to form good working relationships with AA colleagues and partners within the Custody suites other external agencies           | E  | A/I                           |
| The ability to recognise safeguarding issues and concerns and report them as per the organisation's policies.                              | E  | A/I                           |
| Display honesty, integrity and patience when dealing with young people and vulnerable adults.  | E  | A/I                           |
| Be non-judgmental when dealing with young people and vulnerable adults and understand the issues, problems and difficulties they may face. | E  | A/I                           |
| Have strong verbal communication and listening skills and where necessary, be able to advocate on their behalf                             | E  | A/I                           |
| To understand the boundaries young people face and be able to explain them in a non-confrontational way.                                   | E  | A/I                           |
| Able to demonstrate good information gathering and documentation   | E  | A                             |
| Ability to recognise factors which cause stress both in oneself and in others and be able to identify appropriate coping mechanisms        | E  | A/I                           |

Key for assessment:

A=Application form, I=Interview, P=Presentation, E=Exercise, T=Test, Q=Qualification, Y=Young Persons Panel

Date Revised: March 2020

# 'INSPIRING LIVES, CHANGING FUTURES'

Registered Charity No: 222533



| Role requirements   |   |     |
|---|---|-----|
| Understand and follow the safeguarding policy and procedures for children and vulnerable adults to ensure that it is given the highest priority in the work undertaken. | E | A/I |
| Ability to attend police stations as agreed in specified availability and within the required timescale   | E | A/I |
| Commitment to attending training courses, shadowing opportunities, supervision and de-briefing meetings   | E | A/I |
| Current valid driving licence and transport to enable work on different sites <b>(Class 1 business use insurance essential for vehicle users)</b>                       | D | A/I |
| Have access to mobile telephone and IT equipment in order to access on line rota and electronic recording system  | E | I   |

April 2020

Key for assessment:

A=Application form, I=Interview, P=Presentation, E=Exercise, T=Test, Q=Qualification, Y=Young Persons Panel  
Date Revised: March 2020