



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Communities
Section:	Communities & Wellbeing Team
Post Title:	Money Coach
Post Number:	
Accountable to:	Early Help & Neighbourhood Lead
Management responsibility for:	N/A
Authority to liaise with:	residents Internal team

Area	Requirements	
Qualifications	Essential	Desirable
<i>Professional Registration (where applicable)</i>	2/3 GCSE passes or equivalent to include a good understanding of numeracy and literacy	Relevant professional qualification or equivalent gained by experience
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Excellent understanding of the principles and current best practice in financial capability and financial inclusion Experienced at working with vulnerable people Up to date knowledge and understanding of the benefit	

	<p>system and/or willing to do training</p> <p>Assist customers in the completion of application forms for Benefit support form e.g PIP , CT and income and expenditure forms etc..</p>	
Skills		
Communication/ relationship	Excellent interpersonal skills, including the ability to relate and work with a large variety of different people and naturally coaching style	
Analytical/ judgmental	<p>Has a positive approach to change</p> <p>Able to work sensitively and effectively within a political environment.</p> <p>Promoting equality, valuing diversity and encouraging inclusion</p>	
Planning/ organisational	<p>Takes pride in delivering high quality services</p> <p>Understand the need to work collaboratively</p> <p>Ability to work under pressure, prioritise workloads to meet targets and deadlines</p>	
IT	Competent IT skills	<p>Competent in the use of Google Suite</p> <p>Comfortable with the use of Social Media</p>

Abilities		
Physical		
Mental	Ability to work as part of a team and on own initiative Ability to deal with sensitive issues	
Emotional	Able to show flexibility Problem solves – drives for outcomes rather than focussing on problems.	
Working conditions / Style	Ability to be flexible regarding workplace Must be willing to work flexibly in office or at home	
Other: <ul style="list-style-type: none"> • Driving licence and comfortable and confident to use pool cars • DBS : Enhancement 		

Person Specification agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Executive Head of Service: <i>(print name)</i>	
Signature:	
Date:	