

PERSON SPECIFICATION

Education & Experience:

- Qualified to degree level in a relevant area or Local Authority trained at level III or equivalent for work specifically working with people with learning difficulties
- A minimum of 5 years full time work experience with clients of different ages and abilities with learning difficulties including design, delivery & management of the programme
- Strong varied knowledge of the various types of learning difficulties and the issues arising round them

Essential

Essential

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Interpersonal skills

- Experience of forming and maintaining relationships and motivating a range of individuals including staff, volunteers and most importantly the members.
- Ability to work as a member of a team in effective co-operation with individual colleagues, whilst at the same time working on one's own initiative
- Friendly and accommodating nature but still with the ability to be firm but fair and resolve day to day minor conflict between members if they should occur

Desirable

Essential

Essential

Planning / personal effectiveness

- Experience of planning, prioritising and managing a number of tasks simultaneously from start to finish which may have conflicting priorities
- Effective time and workload management skills.
- Attention to detail.

Essential

Essential

Essential

Communication

- Good communication skills including listening skills and the ability to give information clearly and succinctly in a range of written and oral forms, including the ability to structure and write a full proposal using sound business language.

Essential

Technical

- Basic IT / Internet skills for assisting the members to research any personal matters and interests

Essential

Further information

- Must possess a full, valid driving licence and have use of a vehicle for which travel expenses will be paid.
- Flexibility with hours of work is required as every Thursday evening and possibly weekend work may be required.

Essential

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