This post requires that the post holder has the following skills and experience to fulfil the job description.

When completing your application form, in section 6 “Person Specification” please address yourself to each of the points marked with an asterisk **\***. Please number each point and clearly explain how your experience, skills and knowledge meet the requirements specified.

|  |  |  |
| --- | --- | --- |
|  |  | **Qualifications:** |
| \* | 1 | Equivalent to NVQ lvl 2/Diploma lvl 2\*\*, or willingness and ability to work towards this |
|  | 2 | Equivalent to NVQ lvl 3/Diploma lvl 3\*\* |
|  | 3 | In addition to the above, plus a further Diploma lvl 3\*\* qualification (or equivalent) in a health and social care related field |
|  |  | **Essential Skills:** |
| \* | 4 | Ability to encourage and enable individuals. |
| \* | 5 | Ability to work in partnership and liaise with a range of stakeholders. |
| \* | 6 | Ability to work under own initiative and as part of a team. |
| \* | 7 | Effective oganisational and time management skills. |
| \* | 8 | Excellent communication and interpersonal skills, both verbal and written. |
| \* | 9 | Competent use of Microsoft software packages especially Word and Outlook. |
| \* | 10 | A commitment to involving clients in all aspects of service delivery |
| \* | 11 | Commitment to a team approach to managing the financial resources of the service |
|  |  | **Experience:** |
| \* | 12 | Experience of working in:   * Health * Social Care * Community Development * Housing |
|  | 13 | Having lived experience within your area of expertise (e.g.: mental health; personality disorder; homelessness.) |
| \* | 14 | Experience of supporting individuals to develop person centered plans based on their own goals and aspirations. |
| \* | 15 | Knowledge of current practices and concepts relevant to the service (e.g.: mental health; personality disorder; housing; community development; homelessness; young people.) |
| \* | 16 | Demonstrable understanding of the needs of people using the service. |
|  | 17 | Experience of facilitating groups and chairing meetings. |
|  |  |  |
|  |  | **Personal Attributes:** |
| \* | 19 | Commitment to social inclusion, equal opportunities and promoting inclusion and diversity |
| \* | 20 | Willingness and ability to travel within the local area (where relevant to the role) |

\*\* Please refer to www.gov.uk/what-different-qualifications-mean for further clarification