

PERSON SPECIFICATION

Job Title	Activities and Events Coordinator		Department	Adult Services
REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD	
Education and knowledge:	<p>Knowledge of legislation relevant to the service area</p> <p>Understanding of the use and need for confidentiality</p> <p>Understanding of the importance of Safeguarding Vulnerable Adults</p> <p>IT skills</p>	<p>Have an understanding of how rights, dignity, privacy, respect and choice feature in a caring role</p> <p>Evidence of a person centre approach and understanding the rights, needs and best interests of Young Adults</p> <p>A teaching qualification</p>	<p>Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application Evidence</p>	
Experience required:		<p>Experience of working within an Adult Care Provision with Young Adults who have complex needs</p> <p>Experience of planning, delivering, monitoring and evaluating a range of</p>	<p>Application/Interview</p> <p>Application/Interview</p>	

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		<p>activities to motivate and inspire Young Adults</p> <p>Understanding and experience of implementing Risk Assessment procedures</p>	<p>Application/Interview</p>
<p>Skills and Abilities:</p>	<p>Understanding and experience of desktop publishing/graphics etc</p>		<p>Application/Interview</p>
	<p>Experience and interest in arts and crafts</p>		<p>Application/Interview</p>
	<p>Affinity to working with Young Adults with both physical and learning disabilities</p>		<p>Application/Interview</p>
	<p>Ability to enable and motivate Young Adults', promoting independence and encouraging Young Adults to lead life as independently as possible</p>		<p>Interview</p>
	<p>Able to communicate ideas and information in a comprehensive manner, both in writing and verbally</p>		<p>Application/Interview</p>
	<p>Be confident in working alone as well as part of a team</p>		<p>Application/Interview</p>
	<p>Ability to identify, evaluate and prioritise the needs of Young Adults and make recommendations about the deployment of resources</p>		<p>Interview</p>

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	<p>Ability to demonstrate an understanding of non-discriminatory practice in the caring profession</p> <p>Ability to work under own initiative in order to meet Young Adults needs</p>		
Personal Attributes:	<p>Ability to motivate self, colleagues and Young Adults</p> <p>Ability to effectively manage time and priorities</p> <p>Able to work flexibly plus a willingness to work outside normal working pattern on occasions to meet the needs of Trust e.g. events, fundraising etc</p>	<p>Hold a current driving licence</p>	<p>Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Interview</p>

NB MUST INCLUDE SKILLS, ABILITIES, EXPERIENCE, BEHAVIOURS AND ATTITUDE/MOTIVATION TOWARDS CHILDREN/VULNERABLE ADULTS (DELETE FROM PERSON SPEC)

