

Person Specification

ESSENTIAL	
Experience of working with Carers or children/young people with additional support needs	
Good understanding of personal outcomes	
Excellent Communication and IT skills	
Excellent standard of written English	
Excellent telephone manner	
Commitment and ability to maintain confidentiality	
Embody the values of the organisation	
Ability to produce clear and accurate reports and proposals to support the strategic development of the organisation	
Excellent team working skills with evidence of ability to work using own initiative	
DESIREABLE	
Experience of co-ordinating short breaks	
Experience of working with Customer Relationship Management (CRM) Systems	
Research skills	
Community, Youth or Social Work related qualification	
Experience of working in the Voluntary Sector	
Personal experience of being a Carer	