

## **Person Specification**

### **Community Engagement & Events Planner, Dates-n-Mates Aberdeen**

#### **SKILLS**

##### **Essential**

- Ability to organise, co-ordinate and deliver project activities
- Ability to provide a high standard of service to project members and other stakeholders.
- Excellent communications skills, both written and oral
- Strong planning and organisational skills
- Strong internal and external networking and engagement skills
- Ability to work on own initiative, manage workload and work to deadlines.
- Able to work as part of a team and actively contribute to it
- Proficient IT skills
- Record keeping and report writing skills

##### **Desirable**

- Successful track record working in a membership and or volunteer related environment
- Successful track record of organising engaging events

#### **EDUCATION & KNOWLEDGE**

##### **Essential**

- Understanding of learning disability and the barriers people with learning disability face
- Understanding of accessible communication techniques
- Willingness, ability and commitment to undertake training

### **Desirable**

- Educated to degree level
- Understanding of the social care environment

## **PREVIOUS EXPERIENCE**

### **Essential**

- Some PR, marketing or events related experience
- Some experience of building a network of support in the community
- Some experience of working with the learning disability community
- Some experience of recruiting and managing volunteers

### **Desirable**

- Experience of working with the learning disability community
- Experience of recruiting and managing volunteers
- Experience of working in a multi-agency setting

## **ATTITUDE & PERSONALITY**

### **Essential**

- Commitment to diversity, equality and anti-discriminatory practice
- Confident and self-motivated
- Flexible, “can-do approach”
- Patient and approachable
- Integrity and discretion

### **Desirable**

- Sense of humour
- Sense of fun
- Emotional resilience

## **OTHER**

### **Essential**

- Ability to work with minimum supervision to a high standard
- Driver with access to own transport
- Ability to be flexible about working at evenings and weekends