**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **How assessed** |
| **Skills/Abilities** | Ability to plan own workload  Ability to respond to vulnerable people  Ability to work within a team  Ability to manage teams and work to deadlines.  Ability to work without direct supervision  Good team player  Possess a responsible attitude  Good communication skills | I.T and Social media Skills | Application form/interview |
| **Knowledge** | Knowledge of Community transport legislation.  Current knowledge of Road& driving legislation.  Knowledge of partnership agencies in local area | Knowledge of passenger escort duties  Knowledge of PVG scheme | Application form |
| **Qualifications** | Full Clean Driving License  D1 License  C1E License | Desirable  Midas certificate  Relative sector qualifications or  Willingness to work towards D1 & C1E  Midas training | Application Form |
| Experience | Experience of working in a community setting  Experience with vulnerable people  Experience of working as part of a team  Experience of funding  Experience of working with Mobility aids  Experience with completing on line Public Tendering Process  Experience in working with | Experience of training volunteers  Experience of applying to grant funders. | Application form/interview |
| Other requirements | Enhanced disclosure  Full Clean Manual Driving License  D1 License |  |  |