

Job Specification

The skills and experience the Project Co-ordinator must have:

Essential:

- Experience of working with the groups in question, including providing personal care and administering medication
- Be able to work as part of a successful team
- Effective communicator
- Have a willingness to undertake training and development.
- Have an awareness of basic health and safety
- Be confident to take the lead in covering classes as and when required.
- Be able to work to high standards
- Have good problem solving skills
- Have good IT skills
- Have good English skills both written and spoken
- Have a willingness to help with fundraising events

Desirable:

- Health and Social Care NVQ level 2 or equivalent
- Have a full UK Driving License and access to a vehicle.
- Work with individuals who challenge
- Have an understanding of difficulties the groups in questions face.

The kind of person we are looking for:

Essential:

- Able to use your own initiative
- Be approachable and non-judgemental
- Reliable and a good time keeper
- Takes an interest in the people you support and shows commitment to the service
- Prepared to be flexible and adaptable in the way you work
- Be caring, patient and sensitive to the needs of the service user
- Be able to work to a high standards
- Enthusiastic and positive in your outlook

Desirable:

- Creative and innovative.