

PERSON SPECIFICATION



JOB TITLE: Bexley Voice – Project Coordinator

EXPERIENCE OF:	
Working with/supporting Parent/Carers or other vulnerable groups	D
Issues and concerns that affect families who have disabled children	E
Working within more than one team at a time and with teams of volunteers and paid staff.	D
Volunteering of any kind	D
Working with a range of health, social care professionals and voluntary/community sector organisations	E
Planning a programme of events/activities/large project with partners/parents/carers. Meeting targets and deadlines.	E
Delivery and or Facilitating training or workshops	E
Leading a small team (including volunteers) and being a strong team player.	D
Working in a Framework of Confidentiality with access to sensitive personal data	D
Working independently, with an ability to work proactively, making decisions appropriate whilst prioritising workload.	E

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SKILLS AND KNOWLEDGE	
Approachable and able to delegate and take responsibility.	E
Ability to work independently, on own initiative and to be self motivated.	E
Confident to seek advice/input, question, clarify and make suggestions when necessary	E
Confident to give presentations and speak to groups of people.	E
Ability to work in confidential environment	E
Demonstrate commitment to BV values and all BV Policies	E
A flexible approach to duties undertaken and working hours to meet the needs of the organisation	D
Enthusiasm, with a positive 'can do' attitude.	E
A desire to share information and work collaboratively	E
Understanding of SEND Reforms/Bexley SEND Statutory Services/3 rd sector support available. (understanding of Bexley's Local Offer and what it has to offer)	E
Effective time management skills	E
Good Report Writing skills – for a range of audience including use of statistics	D
Good Record Keeping	D
Confident, helpful and professional telephone manner	D
Good IT skills (word/excel/power point)	E
A good level of English spelling and grammar, numeracy, and attention to detail.	E
Excellent Interpersonal skills – the ability to communicate clearly with a wide range of people, including parents, Social Workers, Health Professionals and colleagues from other voluntary and statutory teams.	E
Excellent organisational skills/ability to prioritise work appropriately, attending to detail and meeting deadlines.	E
Ability to work from a range of locations across the borough. (full driving licence and use of own car needed)	E

D = Desirable

E = Essential