

Gaddum



Person Specification

Criteria	Essential	Desirable	Assessed*
Qualifications & Training	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>Hold a relevant professional qualification or equivalent relevant experience.</p> <p>Evidence of continuous professional development.</p> <p>Experience of working children and young people</p> <p>Experience of providing support to vulnerable individuals.</p> <p>Experience of undertaking risk assessments.</p> <p>Experience of advocating on behalf of service users.</p> <p>Understanding of the needs of carers and of the issues around access /barriers to services faced by some members of the community</p>	<p>Educated to degree level or equivalent.</p> <p>Experience of delivering training to professionals.</p> <p>Experience of carers assessments</p> <p>Experience of working with young and young adult carers</p>	A,I,T
Knowledge & Experience	<p>Excellent understanding of Safeguarding process and procedures.</p> <p>Understanding and awareness of the needs of carers.</p> <p>Good knowledge and experience of statutory services.</p> <p>Good understanding of the structure of community care, health and voluntary sector.</p> <p>Understanding of issues affecting carers.</p> <p>An understanding of Equality and Diversity duties in the workplace.</p> <p>Ability to demonstrable commitment to, ensuring equal opportunity.</p>	<p>One years experience of directly working with or supporting carers</p> <p>Experience of inputting data onto a database</p> <p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>An understanding of contracts, monitoring and reporting.</p>	A,I,T

*A = Application, I = Interview, T = Test

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<p>Skills & Abilities</p>	<p>Excellent verbal and written communication and negotiation skills.</p> <p>Ability to work in multi-disciplinary settings and working in partnership with other professionals, agencies/organisations and a range of stakeholders.</p> <p>The ability to build and maintain relationships with key stakeholders. Good understanding of relevant legislation relating to carers.</p> <p>Good communication skills, ability to communicate with a wide range of people.</p> <p>Excellent IT skills including effective use of databases.</p> <p>Extremely well organised, able to prioritise and plan own work; take responsibility in decision making, and work to tight deadlines.</p>	<p>Experience of presenting information in a variety of formats for different audiences.</p> <p>Ability to create and deliver presentations to professionals.</p> <p>Excellent presentation skills.</p>	<p>A,I,T</p>
<p>Attitudes & Values</p>	<p>A commitment to Gaddum values.</p> <p>A commitment to equality and diversity.</p> <p>Flexible and positive work ethic.</p> <p>The post holder must display integrity, honesty and good judgement.</p>	<p>Knowledge of Gaddum and its services.</p>	<p>A,I</p>
<p>Others</p>	<p>Flexible approach to working hours to meet the needs of the service</p>	<p>Ability, with advance notice, to working evenings & weekends if required by the organisation</p>	<p>A,I</p>