

HEALTH FOR ALL

Time to Shine Learning Disability Community Development Project Coordinator

PERSON SPECIFICATION

	Essential	Desirable	Shown by
Qualification	Good literacy skills with GCSE Grade C or above (or equivalent) in English.		Application Form / Interview
Ability	<ul style="list-style-type: none"> • Proven ability to recruit and engage with local communities and resident groups. • Ability to support socially isolated older people with learning disabilities with the challenges they face. • Ability to devise and lead activities for older people with learning disabilities • Ability to maintain office filing systems and keep accurate records. • Ability to work with a wide range of individuals with different abilities and backgrounds. • Ability to work on own initiative with minimal supervision. • Ability to build and maintain positive relationships with beneficiaries, partner organisations and service providers. • Ability to work under pressure and to deadlines. • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • An ability to drive 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

Skills	<ul style="list-style-type: none"> • Good organisational skills • Excellent communication, interpersonal and literacy skills • Excellent skills in working with older people, particularly those with learning disabilities. • Proven skills to develop activities for people with learning disabilities. • Skills in recording information and producing reports. • Proven skills to prioritise own workload • Proven skills in a variety of Microsoft office packages eg. word, excel, PowerPoint. 		<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge of the issues that contribute to social isolation and loneliness. • Knowledge of services for and organisations working with people with learning disabilities in Leeds • Knowledge of how to support and assist vulnerable people. 	<ul style="list-style-type: none"> • Knowledge of community and voluntary sector work ethics 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

Experience	<ul style="list-style-type: none"> • Experience of establishing and maintaining effective office systems. • Excellent practical project coordination experience. • Experience of working with adults with learning disabilities. 	<ul style="list-style-type: none"> • Experience of working with / managing volunteers. • Experience of devising and leading activities for older people with learning disabilities • Experience of working in the voluntary sector • Experience of using accessible methods to conduct research with people with learning disabilities • Proven experience of working with older people experiencing social isolation • Experience of setting up and managing a steering group 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
Attitudes and Personal Attributes	<ul style="list-style-type: none"> • Non-judgemental approach • Commitment to working in ways which challenge discrimination • A passion for working with and celebrating diversity 		<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>