

	Essential Skills (skills that you must have)	Desirable skills (skills we would like you to have)
Education / Qualifications	Key skills in literacy or numeracy (Level 3).	Relevant qualification in care, social policy, advocacy, disability support or professional qualification (i.e OT; SLT; Social Work) Record of Additional continuous Professional development relevant to the role
Experience	Experience in providing direct support to and for people with learning disabilities, autistic people and family carers Experience of using Microsoft word products (outlook, word, excel, teams) Experience using video call technology like Zoom and Teams Experience coordinating meetings, booking travel and accommodation.	Experience in co-working alongside people with learning disabilities, autistic people and their family carers Experience of working in a community setting Experience in coproduction at an organisational level
Communication	Excellent communication skills, internally and externally with staff, external stakeholders people with lived experience (online and face to face). Proficient in using email and other online technologies.	Able to write simple text for blogs, newsletters and websites. Able to convey a vision, and to inspire and motivate others internally and externally.
Practical Skills	Ability to be flexible and adapt to changing circumstances. Ability to problem solve and work within own limits and seek advice when needed Ability to identify risk and assess/ manage risk when working with individuals Ability to work independently and as part of a team.	Ability to coach and mentor other members of staff, including those with lived experience. Ability to deliver and co-deliver training to diverse groups of people. Experience of working on grant based projects.

	<p>Ability to manage own workload within set guidelines.</p> <p>Good time management skills</p> <p>Ability to work predominantly from home with some travel (including overnight) when required.</p>	
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