

Person Specification

Note to candidates:

The person specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview processes for this post. Candidates are encouraged to answer the essential list below to the best of their ability.

<p>Experience</p>	<ul style="list-style-type: none"> • Coordinating and or running social, educational and well-being activities • Providing information and signposting • Working with advice providers and or community services • Working in partnership with a wide range of stakeholders • Working for a charity or community organisation • Working with/for refugees, asylum seekers and migrants (Desirable) • Supporting or managing volunteers • Managing/coordinating a drop in service (Desirable)
<p>Skills, Knowledge & Abilities</p>	<ul style="list-style-type: none"> • Knowledge of local voluntary sector services • Basic knowledge of housing and welfare advice and information • Ability to plan and organize multiple activities simultaneously while ensuring a high level of quality. • Understanding of the challenges and barriers faced by refugees, asylum seekers and migrants • Good interpersonal skills • Ability to manage professional boundaries • Ability to work on your own and as part of a team • Good IT skills: use of MS office and casework recording databases • Understanding of and commitment to equality, diversity and inclusion • Understanding of the need for client confidentiality and compliance with data protection legislation
<p>Special Conditions</p>	<ul style="list-style-type: none"> • Ability to work flexibly in order to meet the needs of the service, including occasional evening and weekend working • The successful candidate will be required to undergo a basic DBS check