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| **SKILLS AND EXPERIENCE** | | |
| **Criteria** | **Essential** | **Desirable** |
| Education & Qualifications |  | * At least an NVQ Level 2 or equivalent in a relevant discipline |
| Experience | Demonstrate experience in the following:   * At least 1 year’s relevant experience in working with young people or vulnerable adults in a paid capacity * Reception or administration duties * Conducting Health and Safety checks | * At least 2 years’ relevant experience in working with young people or vulnerable adults in a paid capacity * Demonstrate experience of working in a residential setting |
| Knowledge and Skills | * Competence in MS Office and report-writing |  |
| Personal Attributes | * Proven ability to work flexibly as part of a team and to take responsibility for your own work with minimum supervision * Possess good organisational and administrative skills * Excellent communication and interpersonal skills * Capacity to handle pressure and to be adaptable to changing demands |  |
| Other Requirements | * Possess a full driving licence and use of a car for business purposes * Complete and pass the Enhanced Access NI Check * Work evenings and weekends on a weekly basis as part of the rota * Travel: working and travel to more than one site will be required to fulfil the demands of the post |  |