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| **SKILLS AND EXPERIENCE** |
| **Criteria** | **Essential** | **Desirable** |
| Education & Qualifications |  | * At least an NVQ Level 2 or equivalent in a relevant discipline.
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| 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, including cash handling.
 | * At least 2 years’ relevant experience in working with young people or vulnerable adults in a paid capacity.
* Experience of working in a residential setting.
* Experience of conducting Health and Safety checks.
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| Knowledge and Skills | * Competence in MS Office and report-writing.
* Good organisational and administrative skills.
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| Personal Attributes | * Ability to work flexibly as part of a team and to take responsibility for own work with minimum supervision.
* Excellent communication and interpersonal skills.
* Capacity to handle pressure and to be adaptable to changing demands.
* Be trustworthy and act with integrity.
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| 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.
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