

Person Specification: Policy and Projects Officer

Applicants will be expected to demonstrate the following through the recruitment process. In the covering letter, applicants should detail their skills, experience and knowledge for all items marked with *

	Essential/ Desirable
1. Psychology / Sociology or other relevant degree	Essential
2. Knowledge of the issues affecting individuals with learning disabilities whose behaviour is described as challenging and their families	Desirable*
3. Knowledge of relevant policy for individuals with learning disabilities and behaviour described as challenging	Essential *
4. Experience of working with individuals with learning disabilities and/or autistic individuals and behaviour that challenges	Desirable*
5. Excellent knowledge of Positive Behavioural Support (PBS)	Desirable *
6. Excellent listening and oral communication skills	Essential*
7. A commitment to promoting equality, diversity and human rights	Essential
8. Excellent organisational skills	Essential*
9. Project management skills / experience of managing events and budgets	Desirable*
10. Ability to empathise with the needs of family carers	Essential*
11. Excellent written communication skills, ability to communicate in a range of styles to suit the audience	Essential*
12. Initiative and self-motivation	Essential*
13. Ability to work individually, as part of a team and collaboratively with a range of internal and external partners	Essential*
14. Ability to supervise staff	Desirable*

15.	Experience of voluntary sector working	Desirable*
16.	Sound IT and word processing skills, ability to learn and use new applications quickly	Essential
17.	Ability to travel	Desirable
18.	Ability to work flexibly in a small office working environment	Essential*