

## Policy, projects and information internship - person specification

**Applicants will be expected to demonstrate the following through the recruitment process. In question 11 of the application form applicants should detail their skills, experience and knowledge for all items marked with \***

		Essential/ Desirable
1.	Psychology/Sociology or other relevant degree	Essential
2.	Experience of working with children or adults with learning disabilities and/or autism and behaviour that challenges	Desirable*
3.	Knowledge and understanding of learning disabilities, challenging behaviour and related issues	Desirable*
4.	Excellent listening and oral communication skills	Essential
5.	Excellent organisational skills including the ability to manage a varied workload, work independently (including remotely if the national situation demands) and work to deadlines	Essential*
6.	Ability to empathise with the needs of family carers	Essential
7.	Ability to source information and present complex information, data and concepts in a way that is simple and easy to understand	Essential*
8.	Excellent written communication skills, able to communicate in a range of styles to suit the audience e.g. policy documents, email updates, website posts, social media	Essential*
9.	Initiative and self-motivation	Essential*
10.	Ability to work collaboratively with a range of external partners	Essential*
11.	Sound IT and word processing skills, ability to learn and use new applications quickly	Essential
12.	Ability to work flexibly within in a small team environment	Essential*