

PERSON SPECIFICATION

POST: DAY CARE ORGANISER

Please ensure that you show **how** you meet the following requirements when completing your application form.

	ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
	SKILLS/KNOWLEDGE/QUALIFICATIONS (if any)	
1.	Educated to GCSE/NVQ level 3 or the equivalent work related experience in a care field	App Form/Interview
2.	Ability to demonstrate working within a team environment, as well as working on own initiative	App Form/Interview
3.	Knowledge of working within a multi cultural environment	App Form/Interview
4.	Ability to demonstrate an awareness of the issues facing older people and the ethos of Age UK Leicester Shire & Rutland	App Form/Interview
5.	Experience of communicating with people at all levels using a variety of media, including electronic and manual record keeping, working to ensure high levels of accuracy in data monitoring	App Form/Interview
6.	Knowledge of the work of volunteers in a voluntary sector	App Form/Interview
7.	Ability to demonstrate an awareness of data protection legislation	App Form/Interview
8.	Ability to demonstrate awareness of confidentiality in relation to staff and service users	App Form/Interview
9.	Ability to demonstrate awareness of Equal Opportunity legislation	App Form/Interview
10.	Knowledge of Health & Safety in relation to working practices	App Form/Interview
11.	Ability to work within safeguarding guidelines	App Form/Interview
12.	Good time management, prioritisation and organisational skills	App Form/Interview
13.	Previous experience of team working and supervision together with an understanding of what makes team working effective and supports best practice provision	App Form/Interview

14.	Good verbal communication/interpersonal skills	App Form/Interview
15.	Ability to prioritise own workloads and co-ordinate team based tasks when working under pressure	App Form/Interview
16.	Ability to identify potential improvements to processes and documentation and their implementation within a team setting	App Form/Interview
17.	Ability to resolve matters arising in a calm and professional manner	App Form/Interview
18.	Ability to seek out opportunities for continuous improvement and change	App Form/Interview
OTHER SPECIFIC REQUIREMENTS		METHOD OF ASSESSMENT
1.	Ability to work flexibly as required to cover holidays and sickness	App Form/Interview
2.	Commitment to and understanding of personal responsibilities with regard to Health & Safety and Data Protection requirements	App Form/Interview
3.	Ability to maintain strict confidentiality at all times	App Form/Interview
4.	Knowledge of Equality and Diversity issues and other relevant legislation in regard to self and colleagues	App Form/Interview
5.	Ability to travel to meet the requirements of the job	App Form/Interview
6.	Full UK driving licence and able to obtain business use insurance	Application Form

Ref: Day Care Organiser July 2018