

**The Road Ahead – Training and Skills for Life
Project Support Worker
Person Specification
Ref: PFMS2**

We are looking for a worker who:

- Is honest, approachable patient and trustworthy,
- Is prepared to have an organised, creative, flexible approach to work whilst being punctual and reliable.
- Has a respectful, positive attitude, motivation and commitment.

Experience	Essential	Preferred	Desirable
Experience of meeting deadlines	✓		
Experience of keeping accurate and up to date records, data and other information	✓		
Experience of collating data, records and other information	✓		
Experience of producing regular progress reports	✓		
Experience working with people with a learning disability			✓
Experience of development and delivery of education and training projects for people with a learning disability			✓

Experience continued	Essential	Preferred	Desirable
Experience of project recruitment and promotion			✓
Experience of group facilitation			✓
Experience of working with parents and carers of people with a learning disability			✓
Experience of keeping accurate and up to date records, data and other information	✓		
Skills	Essential	Preferred	Desirable
Computer skills : Word, Powerpoint, Publisher, Excel	✓		
Team work	✓		
Excellent Interpersonal skills	✓		
Excellent communication skills: <ul style="list-style-type: none"> • Speaking • Listening • Uses accessible language and information • Goes at our pace 	✓		
Excellent organisational skills	✓		
Record keeping and data / information collation	✓		
Report Production	✓		
Developing innovative ideas and resources			✓

Driving Licence			✓
Knowledge	Essential	Preferred	Desirable
Knowledge of self / peer advocacy		✓	
Knowledge of qualitative tools to measure progress and achievements		✓	
Knowledge of organisations, agencies, schools and statutory services working with young people with learning disabilities			✓

The experience, skills and knowledge required will be assessed at application and interview by a panel of self advocates.