

## Connect Buddies Co-ordinator Person Specification

|                       | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>   | <b>How identified</b>                         |
|-----------------------|--|--|---|
| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Education to a pass level in four subjects, one to be English</li> </ul>  | <ul style="list-style-type: none"> <li>• Social work or nursing qualification. Education to A Level Standards</li> </ul>   | AF & V  |
| <b>EXPERIENCE</b>     | <ul style="list-style-type: none"> <li>• Gathering together and organising a range of information.</li> <li>• Evidence of working in a team and with other agencies to achieve positive change.</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability to engage people of various levels of communication</li> <li>• Delivering presentations.</li> <li>• Experience of working people with disabilities</li> </ul> | AF<br>AF & P<br>AF & I<br>AF & I              |
| <b>SKILLS</b>         | <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Organisational skills.</li> <li>• Competency in IT including word processing, accessing databases, Desktop publishing, spreadsheets, internet and e mail.</li> <li>• An ability to create and work to a plan as well as being able to use own initiative and work to deadlines.</li> <li>• Ability to present information in a creative, clear and interesting way.</li> <li>• The ability to think out of the box when finding solutions.</li> </ul> | <ul style="list-style-type: none"> <li>• The ability to communicate through the Welsh language</li> </ul>  | AF & P<br>AF<br>AF, I & T<br>AF & I<br>AF & P |

|                           | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  | <b>How identified</b>   |
|---------------------------|---|---|---|
| <b>KNOWLEDGE</b>          | <ul style="list-style-type: none"> <li>• Commitment and understanding of the social model of disability</li> <li>• An understanding of the barriers and issues that can disadvantage people with learning disabilities.</li> </ul>  | <ul style="list-style-type: none"> <li>• An understanding of the rights of Disabled People their families and carers</li> <li>• Attended courses on Person Centred Planning/approaches</li> <li>• Understanding of the Welsh Assembly Government Guidance and Policies particularly in relation to learning disabilities</li> </ul> | <p>AF &amp; I</p> <p>AF &amp; I</p>                                     |
| <b>PERSONAL QUALITIES</b> | <ul style="list-style-type: none"> <li>• A commitment to and interest in Conwy Connect's work</li> <li>• Highly organised</li> <li>• Commitment and enthusiasm are required for work outside normal office working hours and at weekends.</li> <li>• Able to travel across the Gywnt Y Mor Community Fund coastal strip as and when required within a reasonable timescale</li> </ul> | <ul style="list-style-type: none"> <li>• Self-motivated with a willingness to take responsibility</li> </ul>  | <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p> |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as Essential.

Identification of the requirements will be through the Application Form (AF), Interview (I), Presentation at interview (P), Test (T) and Verification (V) or through a Reference (R)