

EMPLOYEE SPECIFICATION

Job Title: Carer Act Information Worker

Factor	Essential	Desirable
Qualifications/ Training	<p>Degree in a relevant discipline <u>or</u> comparable academic achievement through training, learning and experience.</p> <p>Disciplines such as community development, community education, social work, public health and community care would be considered relevant although this list is not exhaustive.</p>	
Experience	<p>At least 2 years current work experience in health, social care or community/voluntary sector.</p> <p>Able to demonstrate effective and meaningful involvement with local community groups.</p> <p>Experience in partnership working across both voluntary and statutory sectors.</p> <p>Experience of facilitation, co-ordination of events and information sharing.</p> <p>Experience of report compilation and of outcome reporting.</p>	<p>Experience of working in a carer or service user led organisation</p> <p>Experience of working with carers and/or young carers</p> <p>Experience of supporting meaningful carer engagement.</p>
Knowledge/ Skills	<p>Knowledge of carer's rights, issues and policy & legislation.</p> <p>Ability to produce and contribute to written reports in line with organisational and partner requests.</p> <p>Excellent interpersonal skills demonstrating ability to</p> <ul style="list-style-type: none"> - empathise with carers and young carers. 	<p>Understanding of the local landscape for carers</p> <p>Understanding of the social and political context of working with and within communities.</p>

	<ul style="list-style-type: none"> - initiate and sustain positive working relationships - negotiate with a range of stakeholders - present ideas concisely and clearly - design and process a wide range of documents. - work as part of a team and on own initiative. <p>Good IT skills with experience in relevant Microsoft Packages including use of social media.</p>	
Personal Attributes	<p>Confident self-starter, who is able to drive a work plan, plan, manage and organise their own workload to achieve outcomes and outputs within a defined timescale.</p> <p>Positive attitude</p>	
Other (Specify)	<p>Full driving licence and daily access to own transport</p>	