

Care for the Carers
PERSON SPECIFICATION
Team Leader – Communities

Qualifications	<ul style="list-style-type: none"> • A Degree level education, or equivalent 	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing advice, support or advocacy to carers or other vulnerable clients with complex needs, in a group and/or one-to-one 	Essential
	<ul style="list-style-type: none"> • Experience of successful community development work 	Essential
	<ul style="list-style-type: none"> • Experience of addressing barriers to inclusion and enabling seldom heard communities to access services 	Essential
	<ul style="list-style-type: none"> • Experience of line management, coaching or supervision of staff and/or volunteers 	Desirable
	<ul style="list-style-type: none"> • Project management experience 	Desirable
	<ul style="list-style-type: none"> • Experience of working in the voluntary sector, and/or Health and Social Care 	Desirable
	<ul style="list-style-type: none"> • Experience of delivering group support and/or training 	Desirable
	<ul style="list-style-type: none"> • Experience of supporting volunteers 	Desirable
Abilities, Skills & Knowledge	<ul style="list-style-type: none"> • Excellent customer service and people skills 	Essential
	<ul style="list-style-type: none"> • Able to adopt an Asset Based Community Development approach to working in communities to engage with carers and partner agencies 	Essential
	<ul style="list-style-type: none"> • Possessing an understanding of carers' needs and rights, and the services available to carers locally 	Essential
	<ul style="list-style-type: none"> • Able to gain colleagues' and partners' trust and support them to deliver quality services to carers. 	Essential
	<ul style="list-style-type: none"> • Able to build robust partnerships with community partners 	Essential
	<ul style="list-style-type: none"> • A confident communicator able to present issues to busy partners and represent Care for the Carers at community networking meetings. 	Essential
	<ul style="list-style-type: none"> • Excellent IT skills and confidence in using databases and MS Office for case recording, email, internet, virtual meetings, correspondence and reports. 	Essential
	<ul style="list-style-type: none"> • Able to keep project records accurately and up to date, gather statistics and write reports. 	Essential
	<ul style="list-style-type: none"> • A good understanding of the implications of safeguarding when communicating with Young People and Adults 	Essential
	<ul style="list-style-type: none"> • Able to travel across East Sussex. 	Essential
Personal Qualities	<ul style="list-style-type: none"> • Possessing a positive, confident approach to work and able to motivate others and lead by example. 	Essential
	<ul style="list-style-type: none"> • Able to maintain clear boundaries & confidential working practices 	Essential
	<ul style="list-style-type: none"> • Disciplined and able to plan and manage time effectively 	Essential
	<ul style="list-style-type: none"> • Commitment to Care for the Carers' vision and mission, and to removing barriers to social inclusion for less heard carers 	Essential
	<ul style="list-style-type: none"> • A team player who can deliver own workload whilst also providing peer and management support to the wider team 	Essential