

**Care for the Carers**  
**PERSON SPECIFICATION**  
**Team Leader**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level education, or equivalent</li> </ul>	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of line management, coaching or supervision of staff and/or volunteers</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of delivering group and one-to-one support to carers, or other vulnerable clients with complex needs</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of addressing barriers to inclusion and enabling seldom heard communities to access services</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Project management experience</li> </ul>	Desirable
<b>Abilities, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of issues, legislation and government policy impacting on carers.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to gain colleagues' trust and support them to deliver quality services to carers.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to build robust partnerships with Health and Social Care and Third Sector partners.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>A confident communicator able to present issues to groups of busy professionals and represent Care for the Carers at strategic planning meetings.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Excellent IT skills and confidence in using databases and MS Office for case recording, email, internet, correspondence and reports.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to keep project records accurately and up to date, gather statistics and write reports.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to travel across East Sussex.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Able to adopt a 'community development' approach to working in communities to engage with hidden carers and partner agencies.</li> </ul>	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Possessing a positive, confident approach to work and able to motivate others and lead by example.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to maintain clear boundaries and confidential working practices.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Disciplined and able to plan and manage time effectively.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Commitment to the vision and mission of Care for the Carers and to the social inclusion of hard-to-reach carers through a variety of approaches.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>A team player who can deliver own workload whilst also providing peer and management support to the wider team.</li> </ul>	Essential
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