



PERSON SPECIFICATION Kingston Eco-op Coordinator

The post requires a wide range of skills and experience and the post holder is required to work flexibly and amenably according to the needs of our service.

Short-listed candidates will be required to demonstrate that they fulfil all the following '**Essential Requirements**' and that they are likely to have at least some of the '**Desirable Requirements**'.

Essential Requirements

1. Successful track record in managing projects and evaluating the quality of performance.
2. Ability to manage a team and motivate a multi-disciplinary workforce.
3. Experience and knowledge of mental health and learning disabilities in adults, an understanding of service provision and a genuine empathy with service users (*Service User involvement being the focus of development.*)
4. Ability to communicate and liaise clearly and knowledgeably with Local Government for example Social Services, Local Mental Health Trust, Primary Care Trust.

5. Demonstrate ability to analyse financial information, drawing relevant conclusions and have knowledge of the funding mechanisms of a similar sized organisation.
6. Good communication skills (written, verbal and all round ability). Able to present project's developments to senior stakeholder's.
7. Ability to promote and represent effectively K. Eco-op and to work co-operatively and in partnership with other agencies with similar aims.
8. Respond effectively to development of services and projects with an ability to manage the process of change constructively, sensitively and imaginatively.
9. Commitment to an Equal Opportunity/Diversity policy throughout the services therefore encouraging social inclusion.
10. An understanding of risk management and health and safety regulations.
11. Demonstrate an innovative approach to working practice.
12. Car owner holding a current clean driver's licence.

Desirable Requirements

1. Relevant professional qualification (social work, occupational therapy, community project management etc...)
2. Information technology skills.
3. Working knowledge of Charity law or the ability to achieve.
4. Experience of training and the development of a multi-disciplinary team.
5. Knowledge and cultural understanding of community groups.
6. Understanding of group dynamics.
7. Knowledge of special needs and NVQ assessment.