**PERSON SPECIFICATION**

## Job Title: SENDIASS PROJECT OFFICER AND VOLUNTEER CO-ORDINATOR

Essential requirements must be met on application form.

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| REQUIREMENTS OF THE CANDIDATE | **ESSENTIAL**  **CRITERIA** | **DESIRABLE**  **CRITERIA** |
| **Qualifications** | | |
| Qualified to degree level or equivalent in a relevant vocational subject or ability to demonstrate appropriate ability and skills for this position |  | 🗸 |
| Qualification in counselling Level 1 or 2 |  | 🗸 |
| Willingness to undertake continuous professional development | 🗸 |  |
| **Knowledge & Experience** | | |
| Knowledge/understanding of the new SEND reforms:   * Children & Families Act 2014 * SEND Regulations * Code of Practice * Education Health & Care Plans * Local Offer * Personal Budgets within the context of the Education Health & Care Plan * Disagreement resolution Service and Mediation |  | 🗸 |
| Knowledge of safeguarding children and vulnerable adults and working with vulnerable people of all ages |  | 🗸 |
| Knowledge and understanding of how educational, health and social care institutions operate |  | 🗸 |
| Good working knowledge and understanding of equality, diversity and social inclusion issues and how they affect young people and families |  | 🗸 |
| Experience of working with volunteers and recruiting, training, supporting and supervising volunteers |  | 🗸 |
| Experience of working with a broad range of people, including families/carers of children/young people with special educational needs and/or disabilities | 🗸 |  |
| Experience of working in an appropriate education, health or social care setting within the public or voluntary sectors | 🗸 |  |
| Experience of engaging with and building constructive working relationships with professionals within schools, colleges, NHS, Local Authority and the voluntary sector | 🗸 |  |
| **Abilities, Skills & Personal Attributes** | | |
| An interest in or passion for supporting children/young people with special educational needs or disabilities and their families | 🗸 |  |
| A ‘people person’ – with the ability to empathise with, listen to and emotionally support children/young people and their parents. | 🗸 |  |
| Ability to work in a changing environment, developing new services based on best practice | 🗸 |  |
| A high level of communication skills both orally and in writing | 🗸 |  |
| Ability to plan, prioritise and organise own workload to meet the needs of service users and deliver the SENDIASS service | 🗸 |  |
| Ability to communicate effectively with parents and/or young people and be a source for impartial independent support throughout assessment and planning processes | 🗸 |  |
| Ability to empower individuals where possible and build their own confidence and resilience. To support and encourage young people to participate in school meetings and reviews; to be actively involved in outcome focused discussions and to help them to identify their future aspirations and support needs. | 🗸 |  |
| To be flexible, with the ability to prioritise workloads, plan and manage work effectively to meet deadlines and work in a busy environment | 🗸 |  |
| Excellent approach to customer care with an ability to respond well to all members of the public | 🗸 |  |
| Ability to present options in an open and honest way | 🗸 |  |
| Ability to respect the need for confidentiality and impartiality and deal sensitively and confidently with people | 🗸 |  |
| Ability to work on own initiative and/ or as part of a team | 🗸 |  |
| Ability to travel independently (full clean driving license, etc.) | 🗸 |  |
| Willingness to assist with the implementation of the Friends of the Local Offer volunteer service | 🗸 |  |
| Computer literate with a working knowledge of Microsoft Office software packages and data management skills | 🗸 |  |
| Excellent interpersonal skills in working with students and understanding their needs. | 🗸 |  |
| Willingness to share learning with others and seek help and advice where necessary | 🗸 |  |
| Willingness to work weekend or evening hours (if required). | 🗸 |  |