

**Job Title: Carer Awareness Co-ordinator**

**Hours: 20 hrs per week (flexible to suit the job)**

This specification lists the skills, knowledge and experience required for this post. The selection process will be based on these criteria and your application will be assessed to see if it meets the requirements of the post.

As the organisation is small, the post holder will be expected to undertake other duties when necessary.

<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Have a full driving licence and use of a car	*	
Organisational skills	*	
Ability to be self-motivated	*	
Ability to work on own initiative without close supervision	*	
Experience in developing and carrying through new ideas		*
Ability to work as part of a team	*	
Computer skills, especially Microsoft Office	*	
Numerate and literate	*	
Written and verbal communication skills	*	
Ability to take notes and write reports	*	
Listening skills		*
Presentation skills		*
Ability to collate and disseminate information	*	
Ability to compile questionnaires and carry out survey work		*
An understanding of the issues facing Carers		*
A knowledge of legislation affecting Carers		*
Ability to organise and run meetings and Seminars	*	
Experience of acting as a facilitator		*
Knowledge of the Voluntary Sector, Health and Social Services		*
Willing to take part in training	*	
Approachable manner and cheerful	*	
Smart appearance / casual to suit the occasion	*	
Clear Speech	*	
Commitment to confidentiality and to the ideals of the Association	*	
Prepared to carry out other duties which may be allocated from time to time	*	
A reasonable understanding of, and commitment to, equal opportunities	*	
Ability to establish and maintain good working relationships with staff working within Primary Care Settings	*	