

Job Title: Carers Support Advisor

Hours: 22.5 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.

The post holder will/may have:	Essential	Desirable
A current driving licence and use of a car	✓	
Organisational skills and an ability to communicate at all levels	✓	
Self motivation	✓	
The ability to work on own initiative with minimum supervision	✓	
Experience in developing and carrying through new ideas		✓
The ability to set up and facilitate groups.	✓	
Good Computer Skills	✓	
A good standard of numeracy and literacy	✓	
Excellent written skills i.e. ability to write reports	✓	
Excellent listening skills	✓	
Presentation skills		✓
The ability to collate and disseminate information	✓	
An understanding of issues facing Carers	✓	
A knowledge of legislation affecting Carers		✓
An understanding of how the Caring role impacts upon the Carers own health and how their health can be maintained and improved	✓	
A knowledge of the Voluntary Sector, Health & Social Care		✓
A willingness to take part in training	✓	
An approachable manner, understanding and with a sense of humour	✓	
A smart/casual appearance to suit the occasion	✓	
A commitment to confidentiality and the ideals of the Association	✓	
Be prepared to carry out other duties which may be allocated	✓	
A reasonable understanding of, and commitment to, equal opportunities	✓	

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Closing Date for application is Friday 12th September 2025