

PERSON SPEC**POST TITLE****Carers Social Events Organiser****Post Number****9782****Department
Division
Section**Adult Social Care - Commissioning
Strategic Commissioning
Carers Support Service

Please number each item within each section and order in level of importance.

✓ as appropriate
Essential Desirable**Qualifications & Training**

The qualifications and/or training required to undertake the role.

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| 1. Qualifications demonstrating good English and number skills, in order to plan simple budgets. | X | |
| 2. To be able to drive a car. | X | |

Achievement & Experience

The level of experience/achievement required the post holder will have undertaken of the item specified.

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|--|----------|----------|
| 1. Experience of working in customer service, or events management, with the general public. | X | |
| 2. To have lead the organisation of events or social activities. | x | |
| 3. To have had experience of providing unpaid care to a vulnerable person | | X |

Knowledge

The knowledge and level of understanding the post holder must have of the item specified.

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| 1. Awareness of the pressures experienced by unpaid, family carers | x |
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Skills

The level of skill is required to undertake the item specified.

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| 1. Effective organisational skills. | X |
| 2. Excellent communication skills both face to face and on the telephone. | X |
| 3. Able to use Microsoft Office, including Excel, and other IT software. | X |
| 4. Digital skills to research events and activities and to be able to make on-line bookings if required. | x |
| 5. Able to work under reasonable pressure and take control. | x |

Qualities and Attitude

The qualities and attitude the post holder must demonstrate.

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|---|---|
| 1. To actively prepare and organise Carers Social Events in a positive manner ensuring carers and the person the care for have an enjoyable experience. | X |
| 2. To demonstrate effective time management and the ability to schedule and plan ahead. | X |
| 3. To be friendly and personable, whilst maintaining a calm manner when dealing with carers. | x |

Other

Any other competencies required to undertake the role.

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|---|---|
| 1. To be self-motivated and able to work as part of a team, as well as use personal initiative, with guidance, when at Social Events. | X |
| 2. Able to work flexible hours including evenings and week-ends | X |