

## Person Specification

# Stamp It Out Adult Support Worker



	Essential	Desirable	<b>Verification Method</b> I = Interview A = Application Form
<b>Education &amp; Training</b>			
Relevant vocational qualification to level 4 or equivalent	y		A
Mental Health Awareness or Mental Health First Aid qualification *		y	A
<b>Skills/Competencies</b>			
Ability to lead discussions, develop and facilitate groups, network and present information in a clear and concise manner	y		A & I
Ability to manage and prioritise workload and meet reporting requirements	y		I
Ability to use office 365 and video call software effectively (equipment will be provided)	y		A
Ability to carry out Risk Assessments *		y	A
<b>Experience</b>			
Working with delivery partners to support the delivery of the project activities	y		A & I
Working with and supporting volunteers to achieve their individual outcomes	y		A
Dealing with funding application, including accepting and supporting the administration and scoring of applications		y	A
Agenda setting, facilitating and leading meetings as well as minute taking	y		A
Researching and collating information	y		A
<b>Knowledge</b>			
An understanding of mental health or lived experience	y		A & I
Understanding of how to engage with a diverse range of local communities and audiences	y		A & I
Knowledge & understanding of GDPR		y	A
<b>Personal Qualities</b>			
Able to work flexible, including evenings and weekends as required to meet delivery	y		A & I
Sensitivity, tact and high degree of personal integrity	y		A & I
Access to car and valid driving licence	y		A

\* Candidate will be expected to undertake training to meet these criteria.