



## **PERSON SPECIFICATION PERSONAL DEVELOPMENT WORKER**

### **1. Education and Qualifications**

The successful candidate should possess or demonstrate their ability and willingness to successfully attain the necessary qualifications for registration with the SSSC, for example, SVQ 2 or 3. They should be self motivated and able to work to a high standard without the need for regular direct supervision.

### **2. Specialised Training and Knowledge**

#### **Essential:**

- Successful completion, or able to demonstrate their ability and willingness to complete the Organisation's core mandatory training.
- An ability and willingness to successfully complete the necessary qualification(s) for registration with the SSSC.
- An ability and willingness to successfully complete person specific and any other training deemed appropriate for the role.
- Knowledge of person centred approaches and an ability to discuss this in relation to the people we work for.

#### **Desirable:**

- I.T. Skills: – knowledge of and an ability to demonstrate effective use of Microsoft Office Word & Outlook and internet online systems.

### **3. Relevant Experience**

#### **Essential:**

- Able to demonstrate good written and verbal communication
- Knowledge and practical experience of finance management with the ability to discuss how it relates to meeting the outcomes of the people we work for.
- Knowledge and experience of Person Centred Planning and the ability to demonstrate the role Personal Development Workers could play in the process.
- Able to demonstrate good problem solving skills, which promote risk enablement in the lives of the people we work for.
- Possess good organisation skills, with the ability to apply these to support the people we work for to achieve their agreed outcomes within stated timescales.

#### **Desirable:**

- Some knowledge and experience of personalisation and self directed support and how it applies to the people we work for.
- Local knowledge of the area the people we work for live in.
- Experience of multi agency working and its significance for the people we work for
- Knowledge and understanding of accessible information and demonstrate its relevance to the people we work for.

### **4. Aptitude, Ability & Skills**

#### **Essential:**

- Good verbal, written and interpersonal skills
- Self motivated

- Good numeracy and literacy skills
- Ability to set personal and work boundaries
- A commitment to C-Change values and principles
- Common sense
- Trustworthiness
- Reliability
- Openness to Learn
- Good organisation and planning skills
- Level headedness

**Desirable:**

- Ability to motivate peers
- 'Community Builder' able to assist the people we work for to make positive connections with local people and community resources.