



C-CHANGE
SUPPORTING GOOD LIVES

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

Essential:

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

c-change.org.uk

