



PERSONNEL SPECIFICATION: HEAR OUR VOICE PROJECT

POST TITLE: PROJECT WORKER (funded by Big Lottery Fund REACHING COMMUNITIES)

SUMMARY OF THE JOB

To undertake with your co-worker, the development and delivery of this new project to be coordinated by BTM to complement its existing accessible information services, including:

- 1) delivery of survey and collation of the information which will direct the project
- 2) development of a programme of work with the participants
- 3) supporting disabled people in their decision making
- 4) recruitment, induction and delivery of participants and training and IT support for the training courses
- 5) the undertaking of detailed administrative tasks for the project to ensure the smooth running of the service and its development and delivery in consultation with the BTM staff and Management Team
- 6) clear reports for the Management Committee and the Big Lottery Fund, to include examples of the work undertaken

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|----------------------------------|---|---------------------|--|
| QUALIFICATIONS / TRAINING | <p>Must have GCSE or equivalent in Mathematics and English. Educated to degree standard or similar qualification/experience. A willingness to undertake job related and self development training will be required</p> <p>Evidence of good working knowledge of computers and graphics packages such as Photoshop, InDesign and Adobe Illustrator</p> | Media qualification | <p>Application form Certificates Interview</p> |

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| EXPERIENCE | <p>a) A minimum of 12 months experience of working with people with disabilities, particularly; mental health difficulties or learning disabilities This may be paid or voluntary work</p> <p>b) Must have experience of establishing effective working relationships with outside agencies from both the statutory and voluntary sectors</p> <p>c) delivery of training programmes</p> <p>d) experience of the delivery of work to deadlines</p> | Media experience for example work at radio station, production of audio information, filming or animation experience. | Application Form Interview |
| PERSONAL CIRCUMSTANCES | Must be prepared, on occasion, to work outside normal hours to attend any necessary events in connection with the work of this post. | | Interview |

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| DISPOSITION ADJUSTMENT / ATTITUDE | <ol style="list-style-type: none"> 1. Commitment to team work and effective working relationships. 2. Ability to respect confidentiality. 3. Flexible approach 4. A positive commitment to the organisation's Equal Opportunities policy. 5. Must be empathetic to the needs of the various client groups with whom the post holder might work. | | Interview |
| PRACTICAL & INTELLECTUAL SKILLS | <ol style="list-style-type: none"> 1. Ability to prepare clear promotional material suitable for presentation to outside agencies and potential clients. 2. Must be able to work on own initiative with minimal supervision and be capable of creating and maintaining clear financial and written reports and records | | Application Form Inspection of appropriate certificates or forms at selection |

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