

This post is assisted with funds from West Yorkshire and Harrogate Health and Care Partnership

## PERSONNEL SPECIFICATION: LEARNING DISABILITY CHAMPIONS DEVELOPMENT WORKER

### SUMMARY OF THIS JOB OPPORTUNITY

To identify, train, support and enable people with learning disabilities to become health and care champions. The champions will be from across the West Yorkshire and Harrogate area.

The primary aim is for the health and care champions to engage with the wider community of people with learning disabilities supporting the [West Yorkshire and Harrogate Health and Care Partnership](#). Working together they will help develop plans and put them into action to improve and change the delivery of health and care services.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS / TRAINING</b>	Education to very good standard expected & qualifications <b>or experience</b> to the equivalent of degree standard.	Further administrative qualifications	Application form Certificates
	A willingness to undertake job related training and self-development will be required.		
	Good spoken and written English essential.		
	Good working knowledge of Microsoft Office packages and other administrative programmes would be expected	Demonstrable experience in a comparable post	Test on day of interview
	Demonstrable working knowledge WeTransfer, Dropbox etc.	Graphic package qualifications	Interview

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with people with learning disabilities 2 years minimum</li> <li>• Experience of working and communicating with a variety of different organisations.</li> <li>• Computer literate in the Windows environment, including Excel and Access</li> <li>• Experience of administrative duties in an office environment</li> <li>• Working with computer graphics packages</li> </ul>	<p>Experience of working in VCS or other related background</p> <p>A knowledge of the way statutory and voluntary organisations work and experience of dealing with them</p>	<p>Application Form</p> <p>Interview</p>
<b>PERSONAL CIRCUMSTANCES</b>	<p>Must be flexible and willing to occasionally work outside normal office hours, with notice, in order to attend conferences, seminars and community events which involve the work of BTM</p>		<p>Interview</p>

## PERSONNEL SPECIFICATION - DEVELOPMENT WORKER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>DISPOSITION ADJUSTMENT / ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Commitment to team work and effective working relationships.</li> <li>• Ability to respect confidentiality.</li> <li>• Flexible approach</li> <li>• A positive commitment to BTM's Equal Opportunities policy.</li> <li>• Empathy with people with disabilities</li> </ul>	<p>Experience of working with people with disabilities especially people with a learning disability</p>	<p>Interview</p>

<p><b>PRACTICAL &amp; INTELLECTUAL SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Ability to write clear, written material suitable for a range of audiences, including own correspondence, estimates, invoices and script writing for clients</li> <li>• Must be able to work on own initiative with minimal supervision and be capable of creating and maintaining own admin system.</li> <li>• Must be able to work under pressure to deadlines.</li> </ul>		<p>Application Form</p> <p>Inspection of appropriate certificates or forms at selection</p>
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