

Learning Disability Champions Development Worker

Qualifications, experience or training you must have to do the job:



- Good spoken and written English
- Qualifications or experience to degree standard
- Able to use Microsoft Office and other computer programmes
- At least 2 years' experience of working with people with learning disabilities
- Experience of working with lots of different organisations

Other skills it would be good to have:



- Able to use graphics package on computer
- Experience of admin work
- Experience of working in a voluntary organisation

The right person for the job will be:



- Able to work well in a team and on their own
- Follow BTM's policies and rules. This includes keeping information private
- Be flexible and reliable. You might have to sometimes work outside your normal hours
- Able to write clear, written information for lots of different people
- Able to work independently and organise your own time
- Able to organise your own admin system
- Able to work under pressure to meet deadlines
- Understand the needs of people with learning disabilities



Other things that will be useful:



- Have a full, clean driving license and a car as there is a lot of travelling around with this job