

**INDEPENDENT OPTIONS (NORTH WEST)
PERSON SPECIFICATION for Short Breaks co-ordinator**

experience	<i>essential</i> or <i>desirable</i>	knowledge	<i>essential</i> or <i>desirable</i>	skills	<i>essential</i> or <i>desirable</i>	qualities	<i>essential</i> or <i>desirable</i>
working within a team	essential <i>a.f./i.</i>	good standard of literacy	essential <i>a.f/w.a.</i>	able to motivate self	essential <i>a.f./r.</i>	good interpersonal skills	essential <i>i./r.</i>
previous work within a small office environment	<i>desirable</i> <i>a.f./i.</i>	keyboard skills	essential <i>a.f./t.a.</i>	pleasant and polite telephone manner	essential <i>i./r.</i>	personal flexibility	essential <i>a.f./i./r.</i>
previous work within the voluntary sector	<i>desirable</i> <i>a.f./i.</i>	5 G.C.S.E's (A-C) including Maths and English	<i>essential</i> <i>a.f.</i>	able to identify and make use of outside resources	essential <i>i.</i>	commitment to own training and development	essential <i>a.f./i.</i>
creating complex documents using Word and Excel	essential <i>a.f./i.</i>	knowledge of Microsoft Office and EXCEL	<i>desirable</i> <i>a.f./t.a.</i>	work well under pressure, whilst retaining attention to detail	essential <i>a.f./r./i.</i>	positive attitude to people with disabilities	essential <i>a.f./i./r.</i>
working in a customer service environment	<i>desirable</i> <i>a.f./i.</i>			ability to relay information concisely, yet accurately	essential <i>w.a./r.</i>	Ability to satisfy an enhanced disclosure with the Disclosure and Barring Service	essential <i>r.</i>
dealing with complaints	<i>desirable</i> <i>a.f./i.</i>			initiative and ability to plan own work	essential <i>a.f./i./r.</i>	Driving licence	<i>desirable</i> <i>r.</i>

IT IS AN ESSENTIAL REQUIREMENT THAT GENERAL HEALTH SHOULD BE COMMENSURATE WITH THE DUTIES AND RESPONSIBILITIES OF THE POST.
a.f. = application form, w.a. = written assignment, t.a. = typed assignment, i. = interview, r. = reference