

## Carer Awareness/Voice Co-Ordinator

### Person specification

#### Knowledge

Knowledge of issues affecting family carers

An understanding of carers' support and rights

#### Experience

A proven track record of working collaboratively with partner organisations

Experience of working with young people in group and individual settings

Experience building, managing and developing relationships with people at all levels

Experience of delivering presentations

#### Skills and abilities

Confident in presenting to a range of audiences

Ability to form strong partnerships with a range of organisations

Highly organised with good attention to detail

Excellent written and verbal communication skills

Excellent organisation and time management skills and to prioritise tasks against deadlines and ensure required reporting is completed

Good I.T. skills

Full, clean driving licence and access to a vehicle

Able to work effectively under pressure and cope well with change

An enthusiasm for and understanding of carers' support and rights

#### Personal attributes

Able to work as part of a team and under own initiative

Able to work well with partner organisations

Understand the need to work to targets and objectives

Willingness to travel

Ability to work flexibly including some evenings and weekend work.