



Plymouth Parent Advocacy Project

Parent Group Facilitator and Administrator



PERSON SPECIFICATION

	Essential	Desirable
Knowledge	An understanding of Advocacy	An understanding of safeguarding issues An understanding of the barriers faced by parents with a learning disability
Experience	Experience of working in a team within an office environment	
	Experience in use of social media	Experienced in use of social media in a professional capacity Experience in managing a website
	Experience in liaising and engaging with vulnerable people	Experience of working with people with Learning Disabilities Experience in facilitating groups.
		Marketing and research experience
Skills	Ability to listen and have good verbal and written communication skills.	
	Ability to plan and prioritise workload, proven organisational skills	
	Highly motivated and able to work under own initiative without close supervision	
	Proficient computer skills including Microsoft Outlook, Word, Excel and Publisher	
	Ability to maintain confidentiality	
Personal Qualities	Committed to promoting the rights, choice and independence of people with learning disabilities	To be flexible and able to work occasional unsociable hours
	Reliable and able to work under pressure, multitasking	
	A sense of humour	
	Enthusiasm and ongoing commitment to professional and personal development of self and others	
	Creative and imaginative	
	A non-judgemental, accepting and inclusive approach.	

	Confidence and ability to engage with a diverse range of people	
	Ability to travel around Plymouth	To have use of a vehicle