

Person Specification
Activities Co-ordinator
Residential Care Services



Key:

Column 1 = Criteria

Column 2 = Essential

Column 3 = Desirable

Column 4 = Information obtained from: A – Application form, I – Interview, R – References, C – Certificate, D – Documentation

Column 5 = Weighting for shortlisting

Criteria	E	D	I	W
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QUALIFICATIONS				
CACDP – Level 2 British Sign Language (if not held, must obtain within 12 months of appointment)	✓		A, C	
NVQ Level 3 (or equivalent in Care)		✓	A, C	
Management qualification/Experience		✓	A, C	
		✓		
EXPERIENCE				
Experience of working in a residential care setting		✓		
Experience of working in a Deaf environment		✓	A, I, R,	
Experience and skills in report writing		✓	A, I, R	
Experience and skills in supervising and guiding staff		✓	A, I, R	
Experience of liaising with social services and other agencies		✓	A, I, R	
		✓	A, I	
KNOWLEDGE, SKILLS AND PERSONAL CHARACTERISTICS				
Ability to develop and deliver therapeutic or educational programmes				
Awareness of relevant legislations	✓			
Ability to work creatively.		✓	A,I	
Ability to work autonomously and without direct supervision				
Ability to both lead, and work as part of a team	✓			
Honesty and reliability	✓		A, I, R	
Willing to accept responsibility and be accountable for decisions and actions	✓		A, I, R	
Flexible work practices	✓		A, I	
Leadership qualities	✓		A, I	
Ability to tackle change in a positive / sensitive way	✓		A, I	
Willingness to support and uphold Deafway's Mission Statement	✓		A, I	
Positive attitude to D/deaf people, their culture and their language	✓		A, I	
Fluency or potential to become fluent in British Sign Language	✓		A, I	
Physical and mental capacity to undertake such duties as can be anticipated	✓		A, I	
Valid driving licence	✓		A, I, C	
Basic IT skills, including word processing	✓		A, I	

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Willingness to undertake training courses and exams as required for the post or for personal development		✓	A, C	
Acceptable Enhanced DBS Disclosure	✓		A, I	
Willingness to liaise with the fundraising department to plan, monitor and report back to funders on the Dream Activities Programme and other activities which have been or will be funded by donations	✓		A, I	
Must have the ability to motivate and engage residents	✓		A, I, CRB	