

Daventry Volunteer Centre

Person Specification

Post Title: Horizon Project Worker

Salary: £21,164 pro rata for 20 hours per week fixed term contract for 3 years from January 2022 to December 2024.

Attributes	Essential	Desirable	How Identified
Relevant experience	Experience of working with both individuals and with groups. Experience in delivering training, mentoring, advocacy, group facilitation. Monitoring, statistical collation and report writing.	Previous project work with marginalised groups/ mental health/learning disabilities. Understanding of working with VCSE organisations. Local knowledge of Daventry District.	Application form Interview
Education and Training	Education to A level standard	Equal Opps Equality & Diversity Understanding of Quality Standards Admin skills I.T. Databases	Application form Interview
Special Knowledge and Skills	Ability to communicate effectively with people at all levels Ability to network Excellent IT Skills Excellent Database skills Ability to evaluate statistics and produce reports Good general office and admin skills	Counselling/ listening skills Sympathetic to the needs of a small organisation Experience of Public Speaking	Application, Interview and references
Any Additional Factors	Self Motivation Ability to work individually and as part of a team Flexible attitude to working hours Ability to use Social Media Access to own transport Sense of Humour		Application and Interview