

Daventry Volunteer Centre

Person Specification



Post Title: Happy@Home project worker

Salary: £22,126 pro rata for 20 hours per week fixed term contract until November 2023

Attributes	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none"> • Experience of working with both individuals and with groups. • Experience in delivering training. • Monitoring, statistical collation and report writing. 	<ul style="list-style-type: none"> • Previous project work with elderly people • Understanding of working with VCSE organisations. • Experience in working with volunteers/volunteering • Local knowledge of Daventry District/ South Northants. 	Application Interview
Education and Training	Education to A level standard	<ul style="list-style-type: none"> • Equal Opps • Equality & Diversity • Understanding of Quality Standards • Admin skills • I.T. • Databases 	Application Interview
Special Knowledge and Skills	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Listening skills • Understanding of Safeguarding • Sympathetic to the needs of working in a small organisation • Experience of carryout home visits 	Application Interview References

Any Additional Factors	<ul style="list-style-type: none"> • Self Motivation • Ability to work individually and as part of a team • Ability to use Social Media • Access to own transport • Sense of Humour 		Application Interview
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