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| **Specification** | **Essential** | **Desirable** |
| Relevant Experience  | Lived experience of being a parent carer of a child or young person with Special Educational Needs and/or Disabilities. | * Experience of working with parent carers and/or an understanding of issues affecting their ability to support their children
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| Education/Training |  | * A working understanding of emails, Word, Excel, Powerpoint.
* Understanding of websites (creation and maintenance) is a bonus!
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| Relevant skills/Aptitudes | * Good listening skills
* Ability to build relationships quickly with professionals and parent carers
* Ability to maintain confidentiality.
 | * Skilled in networking and developing positive partnerships
* Well-developed interpersonal skills with an ability to communicate with professionals, colleagues, and parent carers.
* Ability to motivate and inspire families
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| Organisation and Administration skills | * To be a good team worker
* Ability to work as part of a team to shape the direction of the organisation
 | * Able to establish structures to measure impact of publicity campaigns
* Ability to plan, manage and prioritise tasks
* To be able to use own initiative and work autonomously.
* Ability to use the internet and social media platforms with confidence
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| Additional requirements  | * Be prepared for flexible working
* Must have a child or young person with Special Educational needs and/or disabilities.
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