**Support and Development Worker**

**Person Specification Skills and Effectiveness**

**Essential**

* Ability to work independently and use your own initiative
* Be friendly and approachable and able to communicate and interact positively and supportively
* Be well organised reliable and able to work to deadlines
* Be flexible according to the needs of the project
* Ability to attend meetings, workshops and events and report back to self-advocates in a clear and concise manner and to represent the views of self-advocates
* Ability to keep clear concise and objective records and produce relevant statistics and reports
* Ability to deliver presentations to a range of audiences
* Be computer literate using Apple Macs, video conferencing software such as Zoom, social media and the internet.
* Good presentation skills
* Be able to present information to a range of audiences clearly and concisely
* Ability to mediate, negotiate, advocate and cope with the unexpected
* Excellent communication and listening skills with the ability to communicate creatively and sensitively with individuals who have communication difficulties
* Good networking skills particularly with members, staff, other agencies, parents and careers

**Desirable**

* Skilled in using a range of tools to communicate effectively with people with additional communication needs
* Car Driver with use of a car in work time

**Knowledge**

**Essential**

* Knowledge and keen understanding of the barriers faced by people with learning disabilities
* Knowledge and understanding of self-advocacy and practices
* Knowledge and understanding of issues related to disability and disadvantage
* Working knowledge of ‘easy read’ information and materials
* Knowledge and understanding of equal opportunities empowerment and anti-discriminatory principles
* Knowledge of principles and practices of co-production, co-design and working in a person centred way
* Knowledge of the social and medical models of disability

**Desirable**

* Knowledge legislation such as the Care Act and others that affect people with a learning disability
* Knowledge of local networks and resources in Manchester and Greater Manchester
* Be able to produce information in an easy read format

**Experience/achievements**

**Essential**

* Experience of working with people who have a learning disability, their families, carers and other professionals
* Experience of facilitation of workshops and work sessions
* Experience of facilitation, involvement or participation individual or within groups
* Experience of delivering project work

**Desirable**

* Awareness of safeguarding law and practices
* Experience of seeking out and securing project   
  grant funding
* Experience of project planning

**Education**

**Essential**

* Good literacy and numeracy skills
* Good spoken and written English

**Desirable**

* Community health or other relevant qualification

**Other requirements of the job**

**Essential**

* A commitment to promote choice, independence, rights and inclusion
* A passionate interest in the rights of a person with learning disabilities to speak up about their own lives and things that are important to them at a personal, local and national level
* Ability to work flexibly and have the availability to work occasional evenings and weekends
* Ability to travel to deliver the role in a range of locations across Manchester
* Car owner with a clean driving license
* Good minute taking skills

**Desirable**

* Able to cook for a number of people
* Be interested in arts and craft