

PERSON SPECIFICATION

POST: DAY CLUB – COVER MANAGER

Please ensure that you show **how** you meet the following requirements when completing your application form.

	ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
	SKILLS/KNOWLEDGE/QUALIFICATIONS (if any)	
1.	Educated to GCSE/NVQ level 3 or the equivalent work related experience in a care environment	App Form/Interview
2.	Ability to work within a team environment, as well as working on own initiative	App Form/Interview
3.	Ability to work within a multi cultural environment	App Form/Interview
4.	Ability to demonstrate an awareness of the issues facing older people and the ethos of Age UK Leicester Shire & Rutland	App Form/Interview
5.	Excellent communication skills	App Form/Interview
6.	Ability to oversee the work of volunteers and demonstrate an understanding of their role within a care service	App Form/Interview
7.	Ability to demonstrate an awareness of data protection legislation	App Form/Interview
8.	Ability to demonstrate awareness of confidentiality in relation to service delivery	App Form/Interview
9.	Basic IT skills	App Form/Interview
10.	Knowledge of Health & Safety in relation to working practices	App Form/Interview
11.	Ability to work within safeguarding guidelines	App Form/Interview
12.	Good time management, prioritisation and organisational skills	App Form/Interview
13.	Good verbal communication/interpersonal skills	App Form/Interview
14.	Ability to resolve matters arising in a calm and professional manner	App Form/Interview

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	OTHER SPECIFIC REQUIREMENTS	METHOD OF ASSESSMENT
1.	Ability to work flexibly as required to cover holidays and sickness	App Form/Interview
2.	Commitment to and understanding of personal responsibilities with regard to Health & Safety and Data Protection requirements	App Form/Interview
3.	Ability to maintain strict confidentiality at all times	App Form/Interview
4.	Knowledge of Equality and Diversity issues and other relevant legislation in regard to self and colleagues	App Form/Interview
5.	Ability to travel to meet the requirements of the job	App Form/Interview
6.	Full UK driving licence and able to obtain business use insurance	Application Form