

**Sandwell Parents for Disabled Children
Person Specification**

JOB TITLE:	Activities Co-ordinator
JOB LOCATION:	Sandwell Parents for Disabled Children office / Various locations for activities and events
ACCOUNTABLE TO:	SPDC Operations Manager

EXPERIENCE:

- Experience of working with children and young people with additional needs and their parents / carers, in a paid or voluntary capacity
- Experience of working directly with community groups and/or individuals to develop and implement new activities
- Experience of setting up, delivering and evaluating activities and events

KNOWLEDGE AND SKILLS:

- A relevant qualification in an appropriate professional environment (e.g. social work, teaching, community work, etc.) or with experience of successfully working at an equivalent level
- Highly developed organisational skills including administering large volumes of bookings and enquiries regarding activities and events
- An understanding of Health and Safety legislation and the ability to ensure that all SPDC activities and events comply with such legislation
- An understanding of employment law and practices, and the ability to manage SPDC sessional staff
- The ability to communicate effectively at all levels, including senior managers, other professionals, parents and children and to represent the organisation through effective networking and presentation skills
- Computer skills, including the ability to use office software, database and e-mail and produce effective newsletters, mailings and communications
- An understanding of equal opportunities and discrimination issues
- The ability to effectively organise and prioritise his/her own workload and use his/her own initiative

QUALITIES:

- Punctual, reliable and trustworthy
- Friendly, self confident and enthusiastic
- An innovative and flexible approach to achieving results
- Commitment to enriching the lives of children and young people with SEND and their families
- We are committed to Safeguarding Children and Young People therefore all post holders are subject to a satisfactory enhanced Disclosure and Barring Service check.