

MINEHEAD EYE CENTRE ASSISTANT – PERSON SPECIFICATION (April 2022)

	Essential	Desirable
Key Competence	<ul style="list-style-type: none"> To work effectively within an organisation and team. 	<ul style="list-style-type: none"> To have worked for at least 2 years in a relevant sector/industry.
Experience and qualifications	<ul style="list-style-type: none"> Experience of working within a centre. Experience of working with young people. Experienced in working as part of a team Experienced in effective communication skills. A good level of relevant qualifications. 	<ul style="list-style-type: none"> Clean driving licence or clear ability to travel Youth focussed qualification or experience A skill and/or knowledge of a sector the organisation delivers (music, sport, I.T, drama, art, youth) To have supervised other members of staff/volunteers
Skills	<ul style="list-style-type: none"> Ability to work effectively within teams Ability to ‘think on your feet’. Ability to support groups and deliver activities. Ability to put forward ideas and offer solutions. Ability to access training effectively Ability to manage appropriate databases. Ability to work with I.T. and booking systems. 	<ul style="list-style-type: none"> Demonstrate clear role progression in previous roles A good level of education and results Experience of working within the voluntary sector An ability to work in a fluid and flexible manner Café, office or activity delivery skills and experience. Ability to build partnerships with partner organisations
Knowledge	<ul style="list-style-type: none"> Knowledge of Minehead Eye Understanding appropriate policies and procedures Knowledge of different strands of work within the centre. 	<ul style="list-style-type: none"> A clear understanding and knowledge of West Somerset A good range of networks and contacts across different sectors.
Personal Qualities	<ul style="list-style-type: none"> Self-Motivated Well organised Resilient and able to work under pressure Able to work to timescales and within a project plan Able to work unsociable hours Inspiring to, and inspired by, young people Reliant and responsible 	<ul style="list-style-type: none"> Demonstrate leadership skills A good range of training To be willing and able to work within a fluid and flexible environment.