

Person Specification



ASCHAM HOMES

Post: Community Facilitator
Service: Resident Involvement
Location: Willow House, 869 Forest Road, London, E17 4UH

| | <i>Essential</i> | <i>Desirable</i> |
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| EXPERIENCE | | |
| 1. Experience of being active in a community. | <i>E</i> | |
| 2. Experience of talking in front of small groups of people. | <i>E</i> | |
| 3. Experience of arranging meetings or events. | <i>E</i> | |
| 4. Experience of meeting and talking to people you do not know. | <i>E</i> | |
| 5. Experience of effectively communicating to a diverse audience both verbally and in writing. | <i>E</i> | |
| 6. Experience in using word processor. | <i>E</i> | |
| SPECIAL ABILITIES/APTITUDES | | |
| 1. Able to think up creative ideas for reaching communities. | <i>E</i> | |
| 2. Able to listen carefully to someone and demonstrate you have heard them. | <i>E</i> | |
| 3. Able to pass information accurately. | <i>E</i> | |
| 4. Able to put strangers at ease quickly. | <i>E</i> | |
| 5. Able to speak confidently and clearly. | <i>E</i> | |
| 6. Able to be positive and encouraging. | <i>E</i> | |
| 7. Able to make accurate notes of what people are saying, especially any decisions they make. | <i>E</i> | |
| 8. Able to be organised and structured. | <i>E</i> | |
| 9. Ability to speak and correspond in English | <i>E</i> | |
| 10. Whilst the ability to speak English is essential, the ability to speak Albanian, Bengali, Somali, Turkish, Urdu, Tamil or Chinese would be an advantage. | | <i>D</i> |
| OTHER JOB SPECIFIC REQUIREMENTS | | |
| 1. Commitment to Ascham Homes Equal Opportunities Policy and acceptance of their responsibility for its practical application | <i>E</i> | |
| 2. Commitment to attend external and in-house training sessions | <i>E</i> | |
| 3. Able to attend evening meetings and weekend events | <i>E</i> | |
| DISQUALIFYING FACTORS | | |
| Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy. | | |