



COMPASS Project Co-ordinator

Person Specification

The successful candidate will be able to demonstrate the following experience, knowledge and skills;

Essential (E) Desirable (D)

Experience of	
Delivering and/or facilitating workshops and/or training.	E
Developing and maintaining relationships with parents and carers.	E
Working in a framework of confidentiality and with access to sensitive personal data.	E
Planning activities or projects with partners and stakeholders: particularly parents and carers;	E
Working with a range of health, social care professionals and voluntary and community sector organisations	E
Working independently with an ability to work proactively and unsupervised and make decisions while prioritising ever changing workloads;	E
Developing and maintaining partnerships with a range of stakeholders;	E
Planning and managing a large project, meeting targets and deadlines	D
Working within more than one team at a time, including a mix of staff and volunteers	D
Knowledge and Skills	
An understanding of the issues faced by families living with ASD/ADHD	E
An understanding of the SEND reforms as set out in the Children and Families Act	E

A desire to share information and work collaboratively with a range of stakeholders to achieve project goals.	E
Excellent interpersonal and communication skills face to face, by phone and a high standard of written English	E
Good IT system knowledge including good working knowledge of Microsoft Office (Word, Excel and Outlook) and database systems;	E
Effective networking and team-working skills	E
Excellent record keeping skills and the proven ability to write comprehensive reports for a variety of stakeholders (including the use of statistics).	E
An ability to work in a range of settings and travel between sites (Full driving licence and use of car required).	E
An ability to develop a positive relationship with parents and carers based on mutual trust and respect.	E
Excellent co-ordination and organisational skills, managing multiple tasks and delivering to tight deadlines	E
An ability to research and identify information, support and services appropriate across borough and beyond for parents and carers and present in accessible formats for a range of different service users from various communities.	E
An awareness of parent support organisations in Bexley	D
An understanding of Bexley's Local Offer and how it supports parents and professionals;	D
An understanding of the SEND systems and processes in Bexley;	D
Flexibility to work out of office hours should this be necessary, on occasion.	D