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| ***Person specification –***  *Day Opportunities Coordinator* | | |
| **Attribute** | **Essential** | **Desirable** |
| **Experience** | Experience of supporting people with learning disabilities or other support needs in a community or day service setting.  Experience of planning, coordinating, and delivering group activities or structured sessions.  Experience of supervising or leading a small team. | Experience of working in partnership with families, carers, and external professionals.  Experience of working within a person-centred, strengths-based support model.  Experience in supporting people with behaviours that may challenge. |
| **Qualifications** | NVQ Level 3 in Health & Social Care (or equivalent), or willingness to work towards it.  Basic First Aid and Safeguarding training (or willingness to undertake). | Accredited training in positive behaviour support or communication strategies (e.g., Makaton, PECS) |
| **Skills** | Strong organisational and coordination skills, with the ability to manage a varied schedule of activities.  Excellent verbal and written communication skills.  Ability to lead and motivate a team.  Confident IT skills, including use of Microsoft Office or service-specific digital systems.  Ability to assess risk and implement safe working practices. | Skills in creative, vocational, or therapeutic activities (e.g., arts, gardening, cookery, music).  Ability to develop accessible materials and adapt activities for individuals with varying support needs. |
| **Personality** | Positive, approachable, and inclusive in working with others.  Calm, patient, and resilient in challenging situations.  Compassionate and respectful, with a strong commitment to individual rights and dignity. | Naturally creative and enthusiastic, with a flair for bringing ideas to life. |
| **Motivation** | Passionate about supporting people with learning disabilities to live fulfilling, meaningful lives.  Committed to continuous personal and professional development.  Driven to lead high-quality, innovative services that make a real difference. | Interest in social enterprise or community engagement. |
| **Personal Circumstances** | To undertake regular training as and when required  To occasionally be able to work flexible hours to meet the requirements of students and partners |  |
| **Other** | Commitment to Equality and Diversity  Support the ethos of Employ My Ability and be fit to work with vulnerable young people  Current driving licence | Knowledge of local community networks and opportunities for partnership working. |