

Person Specification

Active Inclusion Officer – Homes for Ukraine

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of coordinating projects working with a range of partners
- Experience of updating and monitoring systems and spreadsheets
- Excellent IT and data management skills
- Experience of monitoring processes and procedures as well as proposing improvements and implementing developments
- Ability to keep abreast of changing guidance and ensure that recording systems and procedures are developed accordingly.
- Experience of compiling and providing relevant data to stakeholders and partners
- Experience of making recommendations and decisions relating to safeguarding and risk assessment
- Ability to use initiative, and prioritise work to meet deadlines
- Ability to work autonomously and as part of a team
- Excellent communication skills, both verbal and written, at a range of levels
- Ability to account for financial resources in accordance with the Council's financial rules and practice

Part B

The following criteria will be further explored at the interview stage:

- Points listed within the essential criteria in Part A
- Experience which will be relevant to the specific role of the required individual