

## PERSON SPECIFICATION

### Site Based Coordinator

Area	Essential	Desirable
Qualifications	Good general standard of secondary level education.	<p>The Care Certificate</p> <p>Higher Education Degree.</p> <p>Qualifications in the use of gardening machinery such as; petrol driven lawn mower, strimmer and hedge cutter.</p> <p>Trade qualification</p> <p>Nationally recognised care / learning disability qualification.</p> <p>Vocational qualifications and/or training in any of Earthworks' activities.</p> <p>Other vocational qualifications in Health and Social Care.</p>
Experience	<p>Previous demonstrable experience of working in a team of people.</p> <p>Experience in basic maintenance of facilities and / or equipment.</p>	<p>Handyperson / caretaker / lead site maintenance experience.</p> <p>Demonstrable experience of working in a support worker role within a therapeutic horticulture setting.</p> <p>Previous demonstrable experience of working with people with learning disabilities, autistic spectrum disorders and / or mental health problems.</p> <p>Previous experience of dealing with incidents</p>

Area	Essential	Desirable
		<p>involving behaviours of distress.</p> <p>Experience of setting tasks for volunteers and supervising their work.</p> <p>Working in partnership with statutory agencies (Social Services and NHS), other health and social care support teams, charities or voluntary organisations.</p>
<p>Skills and Knowledge</p>	<p>Knowledge of general facilities maintenance including DIY, basic repairs and maintenance of equipment and / or grounds.</p> <p>An awareness of the statutory obligations to safeguard and protect vulnerable people.</p> <p>Ability to work using own initiative.</p> <p>Strong verbal communication skills.</p>	<p>Good understanding of current best practice in the field of learning disability care, notably practical application of a person-centred approach.</p> <p>Knowledge of woodworking or forestry.</p> <p>Carpentry skills.</p> <p>Minor construction work skills.</p> <p>Garden machinery use and maintenance.</p>
<p>Physical requirements</p>	<p>Physically fit enough to undertake a wide range of outdoor activities.</p> <p>Physically able to work outdoors most of the time in all weathers.</p>	
<p>Personal qualities</p>	<p>Excellent inter-personal skills</p> <p>High levels of discretion, empathy and sensitivity.</p> <p>Friendly, enthusiastic, confidence inspiring, patient,</p>	

Area	Essential	Desirable
	<p>approachable, trustworthy, fair, reliable and consistent.</p>	
<p>Other</p>	<p>Commitment to high standards of health and safety in the workplace.</p> <p>Commitment to horticulture and environmental awareness as therapeutic activities.</p> <p>Commitment to maintaining confidentiality.</p> <p>Commitment to working as part of a team.</p> <p>Willingness to undertake out of hours' work (e.g. open days farmers' markets, training, meetings etc.) for which time off in lieu will be given.</p> <p>Ability to work under pressure.</p> <p>Willingness to undertake training as necessary / appropriate.</p> <p>Willingness to work in accordance with Earthworks policies and procedures.</p> <p>Willingness to work within and promote the ethos and principles that underpin the activities and services of Earthworks St Albans.</p>	<p>First aid qualification</p> <p>Clean driving licence and willingness to drive Earthworks' vehicles.</p>