

## PCVS Person Specification

<b>Job title:</b>	PCVS PA Register Lead
<b>Contract:</b>	Permanent Role
<b>Salary:</b>	£30,784 pro rata 22.5 hours per week post
<b>Hours of work:</b>	22.5 hours a week
<b>Reporting to:</b>	Personalise Support Project Manager

### Person Specification

#### Essential

#### Qualifications

- Educated to GCSE level (or equivalent), including English and Mathematics.

#### Experience

- Experience of managing or coordinating projects, services or programmes within the voluntary, community, health or public sector.
- Experience of recruitment, interviewing and selection processes.
- Experience of supporting individuals to access employment, volunteering or development opportunities.
- Experience of organising and delivering promotional activities, events or recruitment campaigns.
- Experience of building and maintaining effective partnerships with a range of stakeholders.
- Experience of maintaining accurate records, databases and monitoring information.
- Experience of supporting individuals through application or onboarding processes.

#### Knowledge

- Understanding of the Direct Payments system and the role of Personal Assistants in supporting independent living, or the ability to quickly develop this knowledge.

- Knowledge of recruitment, safer recruitment and pre-employment checking processes, including DBS requirements, Right to Work documentation and references.
- Understanding of safeguarding principles and responsibilities when working with adults.
- Good understanding of the voluntary and community sector and the contribution of volunteering.
- Knowledge of equality, diversity and inclusion and their practical application in service delivery.
- Awareness of data protection, confidentiality and GDPR requirements.

### Skills and Abilities

- Excellent communication skills, both written and verbal, with the ability to communicate effectively with people from a wide range of backgrounds.
- Strong interpersonal skills with the ability to develop positive working relationships and partnerships.
- Excellent organisational and time management skills with the ability to prioritise competing demands and work independently.
- Ability to coordinate recruitment activities from promotion through to appointment.
- Ability to provide advice, guidance and ongoing support to individuals.
- Competent in Microsoft Office applications and confident using databases, digital communication systems and online platforms.
- Ability to prepare reports, monitor performance and maintain accurate records.
- Strong problem-solving skills with the ability to work proactively and use initiative.
- Ability to work collaboratively whilst supporting and coordinating the work of colleagues.

### Personal Attributes

- Passionate about improving opportunities for people to live independently and participate in their communities.
- Professional, approachable and supportive with a customer-focused attitude.
- Motivated, enthusiastic and committed to achieving high standards.
- Flexible and adaptable, with the ability to respond to changing priorities.
- Committed to continuous learning and service improvement.
- Commitment to promoting equality, diversity and inclusion in all aspects of work.
- Commitment to the values and mission of Peterborough CVS.

## Desirable Criteria

### Qualifications

- A relevant qualification in community development, health and social care, business administration, recruitment, voluntary sector management or a related field, or equivalent relevant experience.

### Experience

- Experience of working within Direct Payments or Adult Social Care.
- Experience of managing or developing a register, database or membership service.
- Experience of coordinating training or workforce development programmes.
- Experience of supporting Personal Assistants or independent care workers.
- Experience of working with educational providers, Jobcentre Plus, local authorities or community organisations.
- Experience of promoting services through social media, digital communications and marketing campaigns.

### Knowledge

- Knowledge of employment options relating to employed and self-employed Personal Assistants.
- Understanding of independent living principles and person-centred approaches.
- Knowledge of local health, social care and voluntary sector services across Peterborough.
- Awareness of current workforce challenges within health and social care.

### Other Requirements

- Willingness and ability to travel across Peterborough to attend meetings, recruitment events and partnership activities.
- Flexibility to work occasional evenings and weekends to support events and service delivery.
- Commitment to undertaking relevant training and continuing professional development.
-