

Person specification ETM

CRITERIA	ESSENTIAL	DESIRABLE
<i>Education / Qualifications</i>	<ul style="list-style-type: none"> A willingness to learn and grow 	<ul style="list-style-type: none"> Level 3 Award in Education & training Full clean driving license
<i>Lived experience</i>	<ul style="list-style-type: none"> Experience of the criminal justice system as a prisoner or probation service user Ability and motivation to harness this experience positively whilst working with service users 	<ul style="list-style-type: none"> Working in a position where this experience has been utilised and openly used as an engagement tool
<i>Experience</i>	<ul style="list-style-type: none"> Relationship management experience – engaging and getting along with people of all kinds, positively. 	<ul style="list-style-type: none"> Leading on programmes and projects to a high standard Group facilitation and/or counselling skills Generating income and other business development activities Planning & Managing events Facilitation of workshops & training
<i>Know-how</i>	<ul style="list-style-type: none"> Excellent written and IT skills to support the co-ordination and management of projects 	
<i>Skills / Abilities / Personal Attributes</i>	<ul style="list-style-type: none"> Well organised with the ability to prioritise tasks effectively and meet deadlines amid a range of competing demands 	

	<ul style="list-style-type: none"> • Ability to act as an effective, authentic and credible advocate for User Voice's values, methods and programmes with the ability to inspire and motivate service users • Ability to communicate confidently with clarity and enthusiasm around User Voice aims and objectives with partner agency staff • A strong and demonstrable commitment to the aims and values of User Voice • A strong and demonstrable commitment to and understanding of the promotion of safeguarding and equality & diversity • Ability to offer peer support and be a role model to other User Voice staff and volunteers 	
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