**Person specification Activities Assistant**

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|  | **Requirement** | **Essential** | **Desirable** |
| **Appearance** | Clean and smart | Checkmark |  |
| **Qualifications** | To be licensed and MIDAS trained, i.e. able to drive the minibus as required |  | Checkmark |
|  | IT literate | Checkmark |  |
| **Communication** | Good verbal and written communication skills | Checkmark |  |
|  | Good planning and organisational skills | Checkmark |  |
| **Experience** | Good administration skills e.g. working within budget | Checkmark |  |
|  | Experience of creating and providing an activities programme for older people | Checkmark |  |
| **Personality and**  **Temperament** | Reliable, polite and self-confident | Checkmark |  |
|  | Able to work as a team member and on own  initiative | Checkmark |  |
|  | Good sense of humour |  | Checkmark |
|  | A good team player – the two Activities Assistants will need to provide an imaginative and seamless activity programme despite rarely working on the same days | Checkmark |  |
|  | An ability to involve others working in Russell Curcher Court in delivering a great activities programme |  | Checkmark |
| **Motivation** | A desire to engage, educate and entertain our residents, bringing a smile to their faces | Checkmark |  |
|  | Willingness to attend training | Checkmark |  |
|  | A desire to be an active member of an efficient activities team |  | Checkmark |
|  | Active engagement with, and support for Thorngate Chucher Trust’s vision and values | Checkmark |  |
| **Staffing cover requirements** | Flexibility to cover some leave periods for other activities staff | Checkmark |  |

Thorngate Churcher Trust is an equal opportunities employer and welcomes applications from suitably qualified people from all sections of the community.