

Pinpoint Participation Officer – Person Specification

Skills		
Ability to work on own initiative and content to work with minimal direction if required.	Essential	
Ability to co-ordinate and prioritise a number of different tasks and areas of work within a normal working day	Essential	
Ability to work effectively with a range of parents of and professionals: building rapport, inspiring confidence and moderating style of interaction to suit the audience and situation,	Essential	
Ability to build effective relationships with a wide range of organisations and individuals acting as an ambassador for Pinpoint.		
Ability to represent parents views to a wide range of professionals, including senior managers.		
Clear spoken and written English including a good standard of spelling and grammar. Ability to read and understand a range of policy documents: able to identify key facts/issues and to communicate those to others through the production of high quality rewritten reports. To be numerate and to read and interpret numerical information.	Essential	
Ability to confidently and competently facilitate training sessions and workshops	Essential	
Ability to deliver effective presentations to a variety of audiences	Essential	
Computer literate, including ability to use Microsoft Office Word, Excel and PowerPoint	Essential	
Ability and willingness to acquire new knowledge to ensure knowledge base is up to date.		

Knowledge		
Knowledge of the voluntary/community sector organisations, in particular those working with families		Desirable
Knowledge of Government Legislation relating to families of children and young people with additional needs	Essential	
Knowledge of local service providers providing a service to families of children and young people with additional needs	Essential	
Knowledge of the needs of the families of children and young people with additional needs	Essential	
		Desirable

Experience		
Experience in working in the voluntary sector, either in a paid or voluntary capacity		Desirable

Experience of attending and co-ordinating meetings and events	Essential	
Experience of producing high quality reports and other documents	Essential	
Experience of working with families of children and young people with additional needs		Desirable
Experience of consultation/co-production and participation with groups or individuals		Desirable
Experience of delivery of local authority contracts		Desirable