



the brain injury association

ABI Coordinator: Person Specification	Assessed During Short listing	Assessed During Interview
Essential:		
<p>Third level qualification in Health and Social Care / Social Sciences / Community Development / Youth Work.</p> <p>2 years experience of delivering patient led programmes supporting people with a brain injury or disability.</p> <p>Or</p> <p>5 Years experience of delivering patient led programmes supporting persons living with a long term condition.</p>	✓	✓
Experience or awareness of the complexities of brain injury, disability or long term conditions.	✓	✓
Previous project / programme co-ordination experience.	✓	✓
Ability to work unsupervised and to work unsociable hours.	✓	✓
Ability to work well within one to one and group settings.	✓	✓
Ability to work autonomously.	✓	✓
Ability to communicate effectively.	✓	✓
Evidence of developing external networks to support and promote the effective delivery of a project or service.	✓	
Possess a full current driving licence and/or* have access to a form of transport which will permit the applicant to meet the requirements of the post in full (<i>*This relates to any person who has declared to having a disability which debars them from driving</i>).	✓	
Desirable:		
Knowledge of the voluntary and health sectors.	✓	✓
Experience of working with volunteers within the last 5 years.	✓	✓
Computer literate and familiar with Microsoft office	✓	

applications.		
Excellent administrative skills.	✓	
Strong commitment to quality assurance, continuous improvement and the delivery of best practice.	✓	
Able to demonstrate flexibility, self-motivation, confidence and to use initiative.	✓	
Committed to ensuring that the project is managed in accordance with relevant organisational standards and legislation.	✓	

Note to applicants:

Short listing will be completed on the basis of the essential criteria set out above, using the information given on the application form.

You should therefore address the requirements when completing the application form, as failure to do so may result in you not being short listed.

The experience required for this post can be paid or unpaid but must have been delivered in a formal setting.