Project Worker

PERSON SPECIFICATION

ESSENTIAL:

* Knowledge and understanding of the issues that ex-services personnel and their families face
* Excellent communication skills, with the ability to use a range of communication methods to relate to a wide range of audiences
* Excellent networking skills, with the ability to follow up and develop contacts and partnerships
* Can demonstrate excellent IT skills, including the use of Microsoft Office programmes and databases
* Experience of working one to one with individuals, developing individual action plans, providing and signposting to appropriate support
* Ability to record information accurately and in a timely manner, including project specific monitoring forms, case notes and reports
* Ability to work flexibly, on own initiative and as part of a team
* Ability and willingness to receive instruction and act on it
* Can prioritise own workload and be pro-active in approaches, often dealing with multiple demands at once
* A good understanding of confidentiality and data security with the knowledge and ability to implement and work to these requirements
* Ability to work with a wide range of people of all ages, genders and cultural backgrounds
* An overall good general education
* A willingness to learn and adapt
* Be willing to work flexibly and regulate hours in accordance with the needs of VIC
* Own transport and the ability to travel to meet the demands of the role

DESIRABLE:

* Experience of successfully dealing with ex-service personnel issues
* Knowledge of local services that can support ex-service personnel
* Experience of working within the voluntary sector in a paid or unpaid capacity
* Some experience with various social networking applications
* Experience of monitoring outcomes and an understanding of why outcomes are important
* Ability and experience in producing reports and evaluations
* Service in the armed forces or emergency services