**Person Specification - Transitions Support Officer, Adult Services**

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| **Skills and Attributes** | **Essential** | **Desirable** |
| Ability to work in a team | X |  |
| Commitment to Equal Opportunities | X |  |
| Ability to work under pressure with minimum supervision | X |  |
| Ability to use own initiative within delegated authority | X |  |
| Ability to prioritise tasks  | X |  |
| Manage and organise a varied workload | X |  |
| Excellent communication skills | X |  |
| Good record keeping skills | X |  |
| Ability to motivate self and others | X |  |
| Flexibility to adapt with members needs  | X |  |
| **Experience** |  |  |
| Experience of offering support in a transitions post  | X |  |
| Experience of delivering professionals training  | X |  |
| Experience of supporting vulnerable adults  | X |  |
| **Knowledge** |  |  |
| Autism | x |  |
| Asperger’s Syndrome | x |  |
| EHCPs  | x |  |
| The role of the voluntary sector |  | X |
| The role of the statutory sector | X |  |
| ICT skills – Microsoft office | X |  |
| **Qualifications** |  |  |
| A level or equivalent |  | X |
| Further Education Qualification |  | X |
|  Information, Advice and Guidance L4 | X |  |
| Additional specialist autism training |  | X |
| Safeguarding |  |  |
| DBS required (Autism Bedfordshire will provide this) | X |  |