

Job title	Team Coordinator
Responsible to	Team Leader (Supervisor)

CRITERIA

The criteria in this person specification relates to the corresponding job description and therefore should not be read in isolation.

ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	
Desire to make a positive difference to the lives of others Trustworthy, compassionate, respectful Ability to perform care and/or support duties Ability to work unsupervised and manage time effectively Ability to respect and maintain confidentiality Ability to focus on high quality services in a challenging sector and deliver under pressure	Positive and friendly demeanour, with the ability to switch between sociable and quiet depending on client preferences Ability to influence others, encouraging colleagues to reach and maintain high standards of care delivery Ability to separate the professional and the personal
QUALIFICATIONS & TRAINING	
Minimum SVQ3 level in related discipline (or working towards) Willingness to undertake further training	Non-mandatory training in specific topics/areas involved scheduling and monitoring high quality provision of services
KNOWLEDGE, SKILLS & EXPERIENCE	
Excellent oral and written English communication skills – to enable safe and effective communication with clients, colleagues and care partners Experience of using MS Office and other electronic systems Capacity for logistical planning and prioritisation of workload Ability to problem-solve	Experience of scheduling/managing workloads within a complex environment Experience of providing out of hours or on-call support and/or co-ordinating duties Previous experience of social care A good understanding of adult protection issues, the National Care Standards, the Care Inspectorate regulatory function and the needs and rights of older people
OTHER	
Willingness and ability to become a member of PVG scheme for adults Flexible approach to work, with minimal restrictions Current driving licence Access to a roadworthy vehicle with insurance for work purposes	Member of PVG scheme for adults Full availability

Please note that this person specification and the job description to which it relates will be subject to continuing review and development and therefore may change.