*Personal Specification*

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|  | **ESSENTIAL** | **DESIRABLE** |
| **MOTIVATION:**  *Knowledge of Post/Organisation*  *Personal Motivation*  *Work-Related Achievements* | *Have a reasonable knowledge of Wexford Consortium for Supported Employment CLG its role in Public Employment Services Nationally and the role of the Programme Coordinator*  *Display responsibility, commitment and motivation to implement the spirit of Supported Employment*  *General management skills*  *Financial experience and experience of budget management*  *Have the ability to work well under pressure and as part of a team.*  *A work record which demonstrates initiative, ability to accept change, new challenges and responsibility.* | *Have an innovative approach to problem solving and creating solutions to barriers which may arise in relation to employment opportunities for People with Disability.* |
| **WORK EXPERIENCE:**  *Specify Particular Experience /Skills Required* | *Track record in the supervision of staff, including the ability to lead and motivate a team*  *Experience of working with people with a disability.*  *An awareness of and familiarity with the issues/barriers facing clients entering into employment*  *An understanding of DSP’s Public Employment Service.*  *Have an understanding of wider national strategies for people with disability.*  *Be aware of GDPR and ensure that company processes protects people’s personal data.* | *Supervisory experience*  *.* |
|  | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION:**  *General*  *Technical*  *Qualifications/Training* | *Relevant Third Level Qualification*  *Recognised qualification in technical/business/disability areas*  *Relevant computer skills*  *Knowledge of statutory training requirements* | *Qualification/experience is desirable*  *Practical training/knowledge of employment legislation* |
| **CIRCUMSTANCES:**  *e.g. Travel; Car Owner, Driving Licence, Unsociable Hours; Base etc.* | *A full clean driving licence and use of a car is essential for this position.* |  |