*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.* |  |