



**All Wales People First
Person Specification
Events and Engagement Assistant**

Requirement	Essential	Desirable
Education, training and qualifications	Excellent communication skills. ICT Qualification or relevant experience.	
Skills and Knowledge	Commitment to working on an equal basis with people with learning disabilities or others with protected characteristics.	An understanding of the People First movement.

	<p>Able to meet deadlines.</p> <p>Be able to change documents into plain English.</p> <p>Able to communicate effectively, both in writing and verbally, with people who have a range of communication styles and abilities.</p>	<p>An understanding and awareness of Human Rights and Equal Opportunities.</p> <p>Experience of working collaboratively with organisations from voluntary and public sector.</p> <p>An Understanding of the principles of Easy Read.</p>
Experience	<p>Experience of convening meetings and event planning.</p> <p>Experience of office administration, including effective minute taking.</p> <p>Experience of working collaboratively with other organisations.</p>	<p>Experience of working with people with a learning disability and ensuring accessibility.</p> <p>Experience of working in a member-led organisation.</p> <p>Experience of creating Easy Read documents.</p> <p>Experience of working collaboratively with other third sector organisations.</p>

<p>Personal attributes</p>	<p>Committed to the vision and values of All Wales People First.</p> <p>Friendly and approachable with the ability to work collaboratively.</p> <p>Must be self-motivated, flexible and resourceful.</p> <p>Must be able to work with minimum supervision.</p> <p>A non-judgemental attitude.</p>	<p>Experience of working from home or remotely.</p>
<p>Other Special Requirements</p>	<p>Ability to work from home and at other specified venues across Wales.</p> <p>Be available for overnight stays when required.</p> <p>To be willing to work some unsociable hours when required.</p> <p>Must be able to travel across Wales.</p>	<p>Be a Welsh speaker.</p> <p>Access to their own vehicle for work.</p>

