

PERSON SPECIFICATION – FUNDING & BENEFITS OFFICER

QUALIFICATIONS	<p>A good level of general education with a minimum of GCSE English and Maths Grade C, or equivalent.</p> <p>Recent and relevant training in managing welfare benefits.</p> <p>A commitment to professional development and willingness to undertake any training or qualifications that support the role.</p>
KNOWLEDGE & EXPERIENCE	<p>Sound knowledge of legislation, policy and practice relevant to welfare benefits for vulnerable adults.</p> <p>Experience of working with benefit agencies and local authorities, requesting and appealing benefit awards, and completing associated paperwork and process.</p> <p>Experience of working within a supportive team environment, working collaboratively towards team goals, and developing and implementing shared strategies.</p> <p>Proven track record of developing strong and effective mutually beneficial internal and external relationships.</p>
SKILLS AND ABILITIES	<p>Excellent at analysing and processing information, presenting it in a variety of ways for different audiences.</p> <p>Outstanding written and verbal communication skills; can tailor communication for different audiences and circumstances, contribute effectively in meetings and represent the organisation externally.</p> <p>Excellent interpersonal skills; can easily build rapport and credibility, assertively challenge and persuading others diplomatically.</p> <p>Able to work autonomously and flexibly, take responsibility for own actions and make decisions with minimal direction.</p> <p>High degree of computer literacy; competent in Microsoft Office software, and comfortable working within a computerised environment.</p> <p>A high degree of emotional intelligence, displaying self-awareness, empathy and listening skills.</p> <p>Excellent at self-managing; can multi-task, prioritise, work calmly under pressure and use initiative to complete tasks within agreed deadlines.</p>



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PERSONAL ATTRIBUTES	<p>Cares deeply about people and is passionate about helping others to achieve their potential.</p> <p>Displays enthusiasm and vision to develop the role and is committed to improving the organisation.</p> <p>Highly motivated; strives for excellence in everything they do and you doesn't accept mediocrity in themselves or those around them.</p> <p>Highly organised, with a keen attention to detail and a strong work ethic.</p> <p>Positive, energetic, solution focused and comfortable challenging the status quo.</p> <p>Calm under pressure, flexibly, resourceful and resilient.</p>
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