

The culture at TCF is one of flexibility, friendliness and understanding towards stake holders and each other, with a focus on achieving outcomes, amplifying voices and tackling inequality.

Experience	
At least two years' experience of working in or with the health and social care voluntary sector	Essential
Experience of planning, organising, publicising and facilitating meetings, conferences and workshops	Essential
Experience of producing or collaborating on online marketing, newsletters, e-bulletins and briefing papers.	Essential
Working in an empowering and empathetic way with people who need support, such as with people with learning impairments and children and young people	Essential
Developing and monitoring services	Essential
Experience of recruiting and leading volunteers, peers or paid staff	Essential
Experience of setting up groups of volunteers, peers or service users	Essential
Experience of community development and outreach work	Desirable
Negotiating and working in partnership with statutory agencies and in a multi-agency setting	Desirable
Skills and Knowledge	
Excellent IT skills to support a wide range of office-based tasks including word processing, production of publicity and training materials, email, internet and social media, database entry and retrieval	Essential
A high level of organisational, planning and prioritisation	Essential
Excellent listening skills, verbal and written communication skills, including sourcing, writing, producing and designing written and electronic material	Essential
Ability to represent the organisation on a local, sub regional or regional basis	Essential
Building and sustaining strong working relationships with volunteers, clients, referral agencies and other organisations	Essential
Working as part of a team, on own initiative, within service boundaries, and ensuring that volunteers do this as well.	Essential
Understanding and experience of the support needs of an individual involved in consultation and feedback mechanisms	Essential
Educated to a degree level	Desirable
Demonstrable evidence of taking part in continual professional development	Desirable
Trained in community development	Desirable
Personal Qualities	
A drive to challenge health inequalities	Essential
Ability to work in an empathetic and supportive way with people that inspires and motivates people	Essential
A solution focussed approach	Essential
Commitment to equality and diversity and to providing accessible communications and opportunities to engage Self-organiser	Essential
Access to a vehicle / transport and or ability to travel regionally	Desirable

