



# Person Specification

make the right move - join us



St. Helens Council

Job Title: SEND Engagement and Development Officer (Local Offer) Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Good working knowledge of Special Educational Needs especially in the area of the SEND Code of Practice.	E	Application/Interview
Understanding of the roles and responsibilities of the Local Authority, Schools and statutory agencies in respect of the Local Offer.	E	Application/Interview
Good understanding of tools, techniques and best practice to enhance community engagement and empowerment.	E	Application/Interview
Good understanding of consultation best practice;	E	Application/Interview
Sound knowledge on user experience methods and benefits	D	Application/Interview
Good understanding of the use of social media	E	Application/Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Excellent communication skills both written and verbal.	E	Application/Interview
Excellent organisational skills with the ability to work to tight deadlines, manage and prioritise own workload.	E	Application/Interview
Ability to motivate and manage staff and volunteers.	E	Application/Interview
Ability to develop efficient and effective working practice in a busy office environment.	E	Application/Interview
Ability to communicate effectively with children and young people with a range of different SEND needs	E	Application/Interview
Ability to communicate effectively with parents, carers and a range of professionals.	E	Application/Interview
High quality IT skills including WORD, EXCEL, Publisher,	E	Application/Interview
Ability to analyse information to review and develop the service.	E	Application/Interview



# Person Specification

make the right move - join us



St. Helens Council

<b>Experience</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Experience of supervising others.	D	Application/Interview
Experience of working within communities with a wide range of individuals	D	Application/Interview
Experience of managing and developing information resources	E	Application/Interview
<b>Qualifications</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Evidence of commitment to continuing professional development.	D	Application
Degree or further professional management qualification.	D	Application / Certificate
<b>Other Circumstances</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Positive, well-motivated.	E	Application/Interview
Eager to develop teamwork.	E	Application/Interview
Responsive to change.	E	Application/Interview
Committed to quality service.	E	Application/Interview
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	Interview