**Apex Scotland**

**Apex Inclusion Team Leader (Aberdeen, Dundee, Fife)**

***Person Specification***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Essential*** | ***Desirable*** | ***Evidenced*** |
| Experience |  |  |  |
| *Project Management* | ***\**** |  |  |
| *Administrative Duties* |  | ***\**** |  |
| *Target setting and monitoring*  | ***\**** |  |  |
| *Working as part of a team* | ***\**** |  |  |
| *Working on own initiative* | ***\**** |  |  |
|  |  |  |  |
| Skills |  |  |  |
| *Presentation* | ***\**** |  |  |
| *Communication, written and oral* | ***\**** |  |  |
| *Time Management/Organisation* | ***\**** |  |  |
| *Self-Motivation* | ***\**** |  |  |
| *Ability to Motivate others* | ***\**** |  |  |
| *Report Writing* |  | ***\**** |  |
| Decision Making | ***\**** |  |  |
| *Professional in appearance and manner* | ***\**** |  |  |
| *IT Familiarity* | ***\**** |  |  |
| *Ability to prioritise* | ***\**** |  |  |
| *Planning and co-ordination* | ***\**** |  |  |
| *Initiative* | ***\**** |  |  |
| *Customer Care Skills* | ***\**** |  |  |
|  |  |  |  |
| Knowledge |  |  |  |
| *Local and National Education priorities*  | ***\**** |  |  |
| *Local area agencies and partner organisations* |  | ***\**** |  |
| *QA practices* |  | ***\**** |  |
| *Issues and support available to young people* | ***\**** |  |  |
| *Training and resources to support staff development* |  | ***\**** |  |
|  |  |  |  |
| Qualities |  |  |  |
| *Good Communicator* | ***\**** |  |  |
| *Adaptable* | ***\**** |  |  |
| *Resilient* | ***\**** |  |  |
| *Reliable* | ***\**** |  |  |
| *Innovative* | ***\**** |  |  |
| *Solution Focused* | ***\**** |  |  |
| *Confident* | ***\**** |  |  |
|  |  |  |  |
| Current diving licence or access to a means of transport | ***\**** |  |  |