**Person Specification**

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| **Skills:** | **Essential:** | **Desirable:** |
| Effective communicator, both verbal and written |  |  |
| Organisational & Planning Skills |  |  |
| Ability to carry through projects from conception to completion |  |  |
| Enthusiasm and Motivation |  |  |
| Creative & Innovative |  |  |
| Ability to manage time and resources cost-effectively |  |  |
| Ability to work alone |  |  |
| Ability to work as part of a team |  |  |
| Ability to negotiate |  |  |
| Effective interpersonal skills |  |  |
| Able to cope with the demands of a varying workload |  |  |
| Willingness to work at weekends and in the evening |  |  |
| Computer Literate | \* |  |
| At least two year’s experience of working with substance misuse |  |  |
| Professional but friendly approach |  |  |
| Experience of working with volunteers |  |  |
| Experience of public speaking and giving presentations |  |  |
| Experience of working in the voluntary sector |  |  |
| Keen to contribute to the overall development of the charity |  |  |
| Willingness to undertake an enhanced CRB disclosure (Approval is essential) |  |  |
| Understanding as to the needs of those with substance misuse |  |  |
| A knowledge of the geography and communities of Bristol |  |  |
| A full drivers Licence and use of a car |  |  |
| Willing to travel extensively |  |  |

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