

GLASGOW ASSOCIATION FOR MENTAL HEALTH

PERSON SPECIFICATION

POST: TEAM COORDINATOR

PROJECT: GAMH NORTH EAST CARERS SERVICE

Essential

- Proven experience in first-line management or supervisory roles delivering support services within community settings
- Social work, community or social care qualification SVQ 2/3 or equivalent
- Knowledge of the SSSC`s Codes of Practice and the National Care Standards
- Strong communication skills both verbal and written
- Excellent organisational and time-management abilities, including ability to prioritise, plan independently and work under pressure
- IT literate with the ability to use databases, Excel and case management systems for record-keeping and reporting
- Experience collating data and contributing to reports

Attitude and Approach:

- Empathetic and person-centred approach supporting Carers and Young Carers
- Ability to motivate individuals and to work both independently and as part of a team
- Enthusiasm, commitment and flexibility are all essential qualities required for this post
- Commitment to equality, inclusion, and their practical implementation through culturally sensitive and respectful engagement.
- Communicate with colleagues, Carers, and other agencies helpfully, professionally, and courteously

Desirable

- Experience working directly with Carers and Young Carers within a community setting