Person Specification:

**Personalised Technology Co-ordinator**

The purpose of the role is to provide support for:

* People who use personalised technology (sometimes referred to as assistive technology)
* To widen the awareness and use of personalised technology across the company
* To train users and their supporters
* To monitor and report on the use of personalised technology across the organisation

**What you need to be successful in this role:**

Must haves:

* A good general education, literacy, and numeracy (5 GCSEs A\*-C including Maths and English)
* Experience of managing or supporting change within an organisation
* Experience of partnership working
* To demonstrate an understanding and commitment to a person centred approach
* Proven ability to present information clearly and effectively to a wide audience (e.g. management, people we support)
* Able to communicate effectively with people with learning disabilities
* Ability to generate enthusiasm and commitment in other people
* Ability to work with sensitive data
* Ability to work creatively to achieve the required result
* Effective time management
* Able to work independently
* Able to respect confidentiality
* Able to meet deadlines under pressure
* An adaptive and flexible working style
* A desire to continue learning new job related skills
* To ensure high professional standards are maintained within the working environment

Nice to haves:

* Working knowledge of software and hardware solutions within the field of assistive technology
* Experience of working in the social care sector
* Experience of technology within a Social Care Setting
* Proven ability to work effectively with senior staff
* Experience of working in the learning disability/social care sector at Service Manager level – not sure about this one.
* Ability to work collaboratively with staff from a variety of organisations such as manufacturers