

JOB POSITION: <i>ACTIVITIES ORGANISER</i>				
ELEMENT		QUALITY		
Ref.	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards	Good command of written & spoken English		
B	Professional Qualifications			
C	In-Service Training Certificates		1. First Aid 2. Risk Assessment 3. Moving & Handling	
D	Relevant Job Experience		Previous experience in organising indoor and outdoor activity programmes in a Care setting	
E	Specialist Knowledge	The community in which the establishment is situated	As appropriate to client group	
F	Specialist Skills & Aptitudes	Communication / interpersonal skills	Artistic flair	
G	Organisational Abilities		1. Ability to prioritise & manage own workload 2. Time management skills	
H	Physical Condition	Good eyesight	Stamina	1. Sensory deprivation 2. Poor medical record which could compromise job requirements
I	Attitude & Disposition	1. Tolerant & cheerful disposition 2. Ability to communicate with service users		
J	<i>(Where transporting service users is involved)</i>	Valid driving licence for appropriate class of vehicles	"Clean" driving licence	Previous convictions for motoring offences such as drink-driving / dangerous driving
Comments:				