

Person Specification

Company name: LEADA Cambs CIC

Job title: Project Assistant – part time

Criteria	Essential	Desirable
Qualifications	GCSE or equivalent in English	GCSE or equivalent in Maths
Skills/competencies	Good communication skills and attention to detail Competent with technology (word processing and spreadsheet handling)	Trained in current safeguarding and first aid
Knowledge	Understanding of disability	Health and safety
Previous experience	Managing a team or team-based task	Cash Handling
Experience Required	Customer Facing Role Working with others as a team	
Special attributes	Leadership	Track record of implementing company policies (e.g. Safeguarding, Volunteers, Inclusion, Equality, Health and Safety)
Personal qualities	Patient Independent Caring Confident to take charge Sociable/ friendly	Fun team player

This salaried position is paid by a grant from the European Social Fund

