



T H E
F R I E N D L Y
T R U S T

Person Specification Trust Officer

Essential Skills / Experience	% Importance
At least 3 years social care / social work experience (can include volunteering or unpaid caring role)	100
Use of car & valid driving licence	100
Excellent interpersonal, verbal and written communication skills	100
Empathy	100
Competent computer user	100

Desirable Skills / Experience	% Importance
Relevant social work or care related qualification	10
Experience of disabled people, PWLD, unpaid carers, people who have mental health issues	20
Knowledge / experience of welfare benefits; Court of Protection; Mental Capacity Act (2005); wills and trusts;	10
Experience in advocacy role	10
Team working, time management & organisational skills	15
Budgeting skills, reporting & recording skills	15
Experience of liaising with different agencies & people from differing backgrounds	10
Experience of Microsoft Office Suite	10

Notes to candidates

Please refer to this document in detail when completing your Personal Statement. If you do not address each point in the Person Specification it is unlikely you will be shortlisted.