

<ul style="list-style-type: none"> • Excellent report writing skills • Ability to analyse information • Excellent communication, time management and organisational skills to respond flexibly to the demands of the post and to prioritise and meet deadlines. • Competent in the use of electronic systems, databases and IT. 			
Safeguarding and promoting the welfare of Children and Young People			
<ul style="list-style-type: none"> • A developed understanding of safeguarding, and the legislative safeguarding framework • Understands the principles of confidentiality • Recognises the limits of the authority within the role 	A/I I A/I		
Working within professional boundaries			
<ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Ability to maintain clear professional boundaries when working with foster carers, children and young people 	I A/I		
Personal Qualities			
<ul style="list-style-type: none"> • Treat people in a fair and non – judgemental way and with dignity and respect and promotes children and young people’s equality, diversity and rights • Committed to the best outcomes for children and young people • Demonstrates understanding and clear commitment to the values of the agency • Understanding of the not for profit Sector 	I A/I A/I A		
Emotional awareness			
<ul style="list-style-type: none"> • Listens to and understands directly and indirectly expressed feelings • Shows respect for the feelings of others, their views and individual circumstances 	I I		
Self awareness			

<ul style="list-style-type: none"> • Has a balanced understanding of self and others • Can demonstrate flexibility in approach • Shows a realistic understanding of the challenges of working with children and young people • Self sufficient and self motivated with the ability to work independently or in a team, recognising when issues need to be escalated or require input from other 	<p>I I I A/I</p>		
Job circumstances			
<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the service, which may include occasional evenings and weekends. • Current full driving licence. 	<p>A/I/ S A/ S</p>		