



PERSON SPECIFICATION

ADI Driving Advisor

Essential	Desirable
Knowledge and Qualifications	
<ul style="list-style-type: none"> • DVSA Grade B or 4 • GCSE (or equivalent) Maths and English grade A – C • IT literate, competent with MS Office • Full car driving licence with maximum 3 penalty points 	<ul style="list-style-type: none"> • DVSA Grade A or 5-6 • Knowledge and understanding of relevant legislation • Knowledge of driving adaptations
Experience	
<ul style="list-style-type: none"> • Minimum 3 years active teaching as an ADI • Current experience of teaching in a dual-braked vehicle 	<ul style="list-style-type: none"> • Experience of working with people with physical disabilities and/or reduced mental capacity • Experience of giving driving instruction to older drivers • Experience of working in a Driving Mobility centre
Skills and Competencies	
<ul style="list-style-type: none"> • High quality written skills • Excellent verbal communication with both clients and external agencies • Confident, self-motivated and able to work on own initiative • Organisational skills including planning and prioritising workloads and achieving deadlines • Problem solving skills and ability to think laterally 	<ul style="list-style-type: none"> • Good administrative skills • Ability to write good quality reports • Presentation/public speaking abilities

<ul style="list-style-type: none"> • Commitment to equal opportunities and promoting rights, dignity and choice 	
<p>Personal</p>	
<ul style="list-style-type: none"> • Willingness to study for Post Graduate Driving Assessment and Outdoor Mobility qualification • Willingness to travel to carry out assessments at outreach locations 	