

ELIZABETH PAGE

PERSONAL PROFILE

Having recently gained a Psychology degree with the Open University, I am now seeking a challenging and fulfilling post helping disadvantaged young people. I have considerable experience in working with teenagers and, having studied alongside full-time work, have a proven willingness to learn and work hard.

I am enthusiastic, energetic and adaptable and am able to relate well to young people. I enjoy helping and motivating others to achieve and fulfil their potential.

KEY SKILLS

Effective communication skills

In my present job, I am responsible for helping with the children's physical needs and aim to help them come to terms with their specific difficulties. I need good verbal communication skills and a sensitive approach to do this. I also endeavour to ensure sessions are not only fun but include some learning development.

As a Volunteer Support Worker I have demonstrated my ability to gain the trust of young people and have been able to deal sensitively but assertively with their demands.

Good time-management skills

I have needed good time-management skills in order to survive while studying for my degree, while working full time and running a busy home.

Forward planning and ability to prioritise

My Open University assignments had rigorous cut-off dates. This meant that I had to plan ahead to ensure I had the extra time often required in order to hand in the assignment on time. This involved being able to prioritise other essential tasks. In addition, I was required to attend three week-long residential schools, requiring careful forward planning for my family's needs over these weeks.

Excellent organisational skills

I am responsible for organising outings and activities at the home where I work as a volunteer. This involves negotiating what is possible, liaising with staff, planning each outing, organising other volunteers to help, ordering the minibus and leading the group.

EDUCATIONAL QUALIFICATIONS

2001-2006 BSc (Hons) Psychology 1st Class Honours

The Open University

Courses included:

- Child development (Distinction)
- Working with young people
- Social psychology (Distinction)

1983-1988	7 'O' Grades including English and Maths 1 Higher Grade English (C)	High School Edinburgh
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CAREER HISTORY

1997-present	Care Assistant	The Silken Umbrella Children's Home
	Helping teenagers with additional needs in a residential children's home	
1991-1997	Career break bringing up two children	
1989-1991	Nursing Auxiliary	The Hospital for Sick Children Edinburgh
	Helping nurses to feed, wash and dress patients, making beds, serving meals	

VOLUNTARY WORK

2005-present	Volunteer Support Worker	New Horizon Project, Edinburgh
	Providing information to the 16-25 age range on specialist services (e.g. drugs and housing) Liaising with local organisations in order to maintain up-to-date information	
1998-2000	Volunteer	The Prince's Trust
	Acted as a volunteer, organising a sporting event for young people. This was an annual event, lasting a week, run at a holiday camp. Most of the young people there were either in care or were at risk of offending.	

ADDITIONAL INFORMATION

- Computer literate, knowledge of Windows 98 and databases
- In-house training on benefits system and basic drug awareness
- CRB checked
- Extensive knowledge of and interest in sport
- Clean driving licence and minibus certificate