

PERSON SPECIFICATION:

POST: Outreach Memory Advisor

Please evidence how you meet the following requirements within your application. If you are shortlisted, you will be asked to evidence this in more detail.

Skills / Knowledge / Experience	Essential	Desirable	Evidence
Understanding of the needs of people living with memory difficulties, dementia and their informal carers	x	x	Application / interview
Good organisation / time management / ability to prioritise workload	x	x	Application / interview
Excellent communication and interpersonal skills and ability to present information clearly both verbally and in written format	x	x	Application / interview
Experience of completing assessments, case recording / report writing, use of client record systems.		x	Application / interview
Experience of working with community and statutory services		x	Application / interview
Experience of facilitating groups such as memory cafes		x	Application / interview
Experience of delivering presentations using platforms such as PowerPoint		x	Application / interview
Experience of role managing volunteers		x	Application / interview

Understanding of the application of health and safety and GDPR within this role		x	Application / interview
Knowledge of Mental Capacity Act		x	Application / interview
Understanding of Equality, Diversity and Inclusion	x	x	Application / interview
Experience (lived and / or working) knowledge of cultural dementia needs inclusive of the African and / or Caribbean heritage communities in Leicester City and Leicestershire.		x	Application / interview
Other Criteria	Essential	Desirable	Evidence
Ability to meet the specified hours for the post	x	x	Application / interview
Awareness of the ethos and work of Age UK Leicester Shire and Rutland		x	Application / interview
Able to travel independently within area	x	x You have your own car, a full UK driving licence and able to obtain business use insurance	Application / interview