**Person Specification: Leeds Oak Alliance Coordinator**

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| **Experience** | **Essential or desirable** |
| Experience of   * Working alongside and in partnership with health and care, and 3rd sector organisations. * Experience of managing a team * Experience of coordinating team meetings and training. * Using a client-centred approach to identify and meeting needs * Helping people by providing information, advice and emotional support * Working in a hospital or other health care setting | Desirable  Essential  Essential  Essential  Desirable  Desirable |
| **Knowledge and understanding** |  |
| * A broad understanding of issues faced by older people, people with long term health conditions, frailty, people at the end of life and carers * Understanding of the importance of information governance * Understanding of the importance of safeguarding processes * Broad knowledge of health and care services | Essential  Essential  Essential  Desirable |
| **Skills and abilities** |  |
| * Excellent active listening skills that demonstrate respect, understanding and sensitivity * Excellent written and verbal communication skills * Ability to keep accurate records, including using a database, and be IT literate * Ability to create and deliver monitoring and progress reports * Ability to manage own workload and proven time management skills * Ability to work with people from diverse communities in Leeds | Essential  Essential  Essential  Essential  Essential  Essential |
| **Behaviours and Personal Attributes** |  |
| * Willingness to work flexibly in order to meet the requirements of the role * Willingness to actively participate in training and development opportunities * Commitment to equality of opportunities and supporting the diverse population of Leeds * Highly motivated and engaged * High levels of emotional intelligence * Fair and honest | Essential  Essential  Essential.  Essential  Essential  Essential. |