**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
 |  DesirableEssentialEssentialEssentialDesirableDesirable |
| **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
 | EssentialEssentialEssentialDesirable |
| **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
 | EssentialEssentialEssentialEssentialEssentialEssential |
|  **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
 | EssentialEssentialEssential.EssentialEssentialEssential. |