AGE UK BLACKBURN WITH DARWEN
PERSON SPECIFICATION

JOB TITLE: BEFRIENDING SERVICES CO-ORDINATOR **LOCATION:** KINGS COURT, BLACKBURN

In your application form you should cover **each point** listed below, explaining what qualities, knowledge, skills or experience you have, to demonstrate **how** you meet the criteria requirements. **This is important as what you write will be used for shortlisting.**

No.	Criteria	Essential (E) or Desirable (D)	Assessment method Application Form (AF) Interview (I) Presentation (P) Test (T)
	SKILLS		
1.	Proven record of developing and delivering successful programmes and services	E	AF/I
2.	Ability to maintain confidentiality and understanding of and compliance with data protection	E	AF/I
3.	Ability to maintain accurate records, produce statistical information and write case studies	E	AF/I
4.	Excellent communication skills, both oral and written	E	AF/I
5.	A good level of IT skills, including databases, and the ability to use the internet and email effectively	E	AF/I
6.	Be self-motivated with the ability to manage work independently	E	AF/I
7.	Ability to work as part of a wider team	E	AF/I
8.	Ability to use own initiative and deal with changing demands of the services	E	AF/I
9.	Excellent organisational skills and ability to work flexibly to meet conflicting priorities	E	AF/I
10.	Current driving licence with use of car for work	E	AF/I

No.	Criteria	Essential (E) or Desirable (D)	Assessment method Application Form (AF) Interview (I) Presentation (P) Test (T)
	EXPERIENCE		
11.	Experience of working with older people	E	AF/I
12.	Experience of partnership working across the public, private and voluntary sectors	E	AF/I
13.	Experience of managing volunteers	E	AF/I
14.	Experience of promoting and marketing services	D	AF/I
15.	Experience of carrying out assessments and providing support for older people	D	AF/I
	KNOWLEDGE		
16.	Understanding of the issues that affect older people and the quality of their lives	E	AF/I
17.	Understanding the needs of a diverse population	D	AF/I
	OTHER		
18.	Requirement to undertake necessary and mandatory training	E	AF/I