

# Person Spec

**JOB TITLE:** Falls Project Link Worker

**LOCATION:** 4 King Street, 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)
<b>SKILLS</b>			
1.	Ability to motivate and support older people to engage in new activities and services to maintain or improve quality of life	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	E	AF/I
4.	Excellent communication and interpersonal skills both written and oral	E	AF/I
5.	Computer literate, able to use Microsoft packages, email, the internet and databases	E	AF/I
6.	Excellent organisational skills and the ability to deal with changing demands of the service	E	AF/I
7.	Ability to work on own initiative and without close supervision	E	AF/I
8.	Ability to record accurate information and data and write case studies	E	AF/I
9.	Willingness to undertake training necessary for the role and in line with the organisation's mandatory training programmes	E	AF/I

No.	Criteria	Essential (E) or Desirable (D)	Assessment method Application Form (AF) Interview (I) Presentation (P) Test (T)
10.	A full driving license and access to a car	E	AF/I
<b>EXPERIENCE</b>			
10.	Proven record of delivering successful programmes or services	E	AF/I
11	Experience of carrying out assessments and providing support for older people or vulnerable adults	D	AF/I
12.	Experience of managing and prioritising multiple tasks whilst meeting targets and deadlines	E	AF/I
13.	Experience of working with health and /or social care professionals at various levels in health, statutory or voluntary sector	E	AF/I
14.	Experience of working as part of a team	E	AF/I
<b>KNOWLEDGE</b>			
15.	Understanding of the issues that affect older people and the quality of their lives including falls risk and frailty	E	AF/I
16.	Awareness of the different needs of a diverse population	D	AF/I
17.	Awareness of the services available for older people across Blackburn with Darwen	D	AF/I

June 2025

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