

## PERSON SPECIFICATION

**JOB TITLE:** Mental Wellbeing Co-ordinator (Brighter Futures Project)

**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.	Proven record of developing and delivering successful projects or services	E	AF/I
2.	Demonstrates an understanding of mental health problems	E	AF/I
3.	Ability to maintain confidentiality and understanding of and compliance with data protection	E	AF/I
4.	Ability to maintain accurate records	E	AF/I
5.	Excellent communication and interpersonal skills both written and oral	E	AF/I
6.	A good level of IT skills including databases and the ability to use the internet and email effectively	E	AF/I
7.	Excellent organisational skills and the ability to deal with changing demands of the project	E	AF/I/T
8.	Ability to work on own initiative and without close supervision	E	AF/I
9.	Ability to work under pressure, be flexible and adapt to changing needs	E	AF/I
10.	Current driving licence with the use of car for work	E	AF/I

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<b>EXPERIENCE</b>			
10.	Experience of work from a strength-based approach focusing on the person and offering a person centred, holistic wellbeing assessment.	E	AF/I
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.	Ability to work as part of a team	E	AF/I
14.	Willingness to undertake training necessary for the role and in line with the organisation's mandatory training programmes	E	AF/I
<b>KNOWLEDGE</b>			
15.	Understanding of the issues that affect older people	E	AF/I
16.	Awareness of mental health conditions and the impact on quality of life	D	AF/I
17.	Awareness of the different needs of a diverse population	D	AF/I
18.	Awareness of the services available for older people across Blackburn with Darwen	D	AF/I