AGE UK CAMDEN

***Striving to be an Equal Opportunities Employer***

PERSON SPECIFICATION

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| **POST TITLE:** | **Community Connector** | **Grade:**SO1 |
| The requirements as stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. **NB.** In your personal statement on the application form, you should cover ***all***criteria, as each will beassessed during short-listing.  |
|  | CRITERIA | **METHOD OF****ASSESSMENT** |
|  |  | A = applicationI = interview E = Exercise |
|  | KNOWLEDGE |  |
| **1** | Understanding and experience of working with and/or engaging older people. | **A & I** |
| **2** | Knowledge of the social care and voluntary/community sectors including social activities for older people. | **A & I** |
| **3** | Understanding of community development and engagement. | **A & I** |
|  | **SKILLS & ABILITIES** |  |
| **4** | Excellent people skills- ability to build rapport, build relationships, confidence and trust with people from a wide range of backgrounds and circumstances. |  |
| **5** | Excellent written and verbal communication skills  | **A, I & E** |
| **6** | Good administration and IT skills, including Microsoft Word and Outlook and use of the Internet. MS Excel and experience of database. | **A, & I** |
| **7** | Ability to inspire people to connect and contribute | **A, & I** |
| **8** | Ability to supervise, support and develop volunteers. | **A, & I** |
| **9** | Ability to plan, record, organise and delegate tasks appropriately.  | **A, I & E** |
| **10** | Ability to set and work to clear targets |  |
| **11** | Ability to work and liaise with other organisations building working partnerships and relationships. | **A & I &E** |
| **12** | Ability to work in a team. | **A & I &E** |
| **13** | Ability to embrace opportunities and work creatively through challenges | **A&I & E** |
| **14**  | Able to be supportive while being clear on boundaries |  |
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|  | EXPERIENCE |  |
| **15** | Minimum of one year experience of working and engaging with older adults. | **A & I** |
| **16** | Experience of outreach and engagement work. | **A & I** |
| **17** | Experience of collecting and recording data to help evidence project outcomes | **A&I** |
| **18** | Experience of working with volunteers or working as a volunteer. | **A & I** |
|  | QUALIFICATIONS & TRAINING |  |
|  | None |  |
|  | PHYSICAL REQUIREMENTS |  |
| **19** | Ability to travel around Camden and climb stairs  | **A & I** |
|  | EQUAL OPPORTUNITIES |  |
| **20** | Commitment to incorporating equality and diversity principles into all aspects of work. | **A & I** |
|  | OTHER |  |
| **21** | Able to work occasional weekends  | **A&I** |
| **Date** |  May 2018 |  |
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