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| **Opening Doors London** |

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| **PERSON SPECIFICATION** |

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| **POST TITLE:** | | **LGBT+ Community Engagement Worker, Haringey (sessional hours)** | **GRADE: Hourly £15.49** | |  |
| 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. | | | | | |
|  |  | | | **METHOD OF ASSESSMENT**  (see key below) | |
|  | **KNOWLEDGE** | | |  | |
| 1 | General knowledge of issues and services relating to LGBT+ people aged 50+ | | | A & I | |
| 2 | General knowledge of diversity and needs of LGBT+ people aged 50+ | | | A & I | |
| 3 | Good knowledge of the borough of Haringey, transport links and events people 50+ can engage in. | | | A & I | |
|  | **SKILLS & ABILITIES** | | |  | |
| 3 | Ability to multi-task within a busy environment | | | A & I | |
| 4 | Ability and willingness to motivate, and support volunteers | | | A & I | |
| 5 | Excellent written and verbal communication skills | | | A & I | |
| 6 | Ability to engage with external organisations and represent people from marginalised communities. | | | A & I | |
| 7 | Ability to work to deadlines in a busy environment | | | A & I | |
| 8 | Ability to prioritise your own workload and be proactive. | | | A & I | |
| 9 | Ability to use MS Office, the internet and email and databases. | | | A & I | |
| 10 | Ability to work as part of a team and operate flexibly. | | | A & I | |
|  | **EXPERIENCE** | | |  | |
| 11 | Experience of working with and running groups or events including consultation groups. | | | A & I | |
| 12 | Experience of working with LGBT+ people. | | | A & I | |
| 13 | Experience of working with a diverse range of people. | | | A & I | |
| 14 | Experience of administrative work in a paid or voluntary capacity. | | | A & I | |
| 15 | Experience of use of social media (in a personal or work capacity). | | | A & I | |

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|  | **QUALIFICATIONS/TRAINING** |  |
| 16 | No formal qualifications needed. |  |
|  | **EQUAL OPPORTUNITIES** |  |
| 17 | An understanding of and commitment to the practical implementation of equal opportunities and diversity. | A & I |
|  | **OTHER REQUIREMENTS** |  |
| 18 | Ability and willingness to travel within London | A & I |
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| **METHODS OF ASSESSMENT: KEY TO ABBREVIATIONS** | | | |
| **A** | Application form | | |
| **E** | Exercise | | |
| **I** | Interview | | |
| **Date:** | | April 2018 |  |