



## Person Specification

**Title: Personal Independence Coordinator and Reablement Link Service Manager**

***In order to meet the person specification you will be able to demonstrate:***

Personal Qualities	E =Essential D = Desirable
Drive, energy and enthusiasm	E
Friendly, empathetic and approachable	E
Self motivated and hard working	E
Committed to person centred working	E
Committed to working as part of a highly diverse staff and volunteer work force	E
Committed to the core values and objectives of the organisation	E
Experience and Knowledge:	E =Essential D = Desirable
Experience of successfully leading a project and managing a team	E
Good understanding of the issues affecting older people	E
Good understanding of the needs of older people	E
Excellent working knowledge of administration processes and systems	E
Excellent knowledge of IT systems including Excel, Powerpoint and Word	E
Good working knowledge of database working	E
Experience of risk assessment and risk management	E
Experience of dealing with customer enquiries and/or complaints	E
Experience of developing and compiling monitoring reports, reporting on quality, performance KPIs, project outcomes and impact and evaluation tools	E
Experience of managing budgets and providing financial reports	E
Experience of recruitment, training, and the supervision and management of staff	E
Direct experience of supporting older people to become less isolated, retain independence and improve their health and well being	D
Experience in developing and maintaining protocols and procedures to ensure quality standards and best practice in the field	E

Experience or knowledge of the health and social care sector	E
Experience of Environmental Health and/or Health and Safety Risk Assessment	D
Good Knowledge and understanding of health and social care policy	D
<b>Skills and Abilities</b>	<b>E =Essential D = Desirable</b>
Educated to at least NVQ Level 3 or equivalent	E
Excellent Problem solving skills	E
Excellent communication skills, both written and verbal and the ability to negotiate and network at all levels	E
Ability to analyse and process different kinds of information and data	E
Ability to work collaboratively and develop effective partnerships and relationships	E
Excellent literacy and numeracy skill	E
Good time management and organisational skills	E
Ability to listen and communicate effectively with a diverse group of people including clients	E
Excellent organisational skill with strong attention to detail	E
Ability to demonstrate commitment to people-centred and holistic approach to care planning	E
<b>Practical Considerations</b>	<b>E =Essential D = Desirable</b>
Clean driving licence and access to a car	D
Ability to travel around the borough in a timely manner	E

**This post is subject to a Disclosure and Barring Service check**