

Living Well Co-ordinator (Person Specification)

Age UK Herefordshire & Worcestershire are an independent, local charity and brand partner of Age UK, working in the two counties and striving to make Herefordshire and Worcestershire a great place to grow older.

Are you **passionate** about **helping to improve the quality of life for older people** and would like to help us to **promote choice, opportunity and independence** in your new role?

Location: Based From Home and working remotely in the County, will need to travel to head office when needed, which is in Worcester.

Responsible to: Living Well Team Leader

Salary: SP 17 £19,519 FTE

Hours: 1 x 37 hour post

Plus, additional benefits of 5.6 weeks holiday (pro rata), pension and optional healthcare scheme.

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Education/Qualifications	<p>A good standard of education.</p> <p>A full driving licence. Must have access to own transport.</p>	<p>A relevant qualification to a minimum of Diploma level (e.g. Community work, Volunteer Management, Social work etc) or other appropriate/relevant qualification.</p>
Experience	<p>Experience with older people or other relevant work experience (i.e. health and social care or with vulnerable groups and individuals).</p> <p>Experience of partnership working and of working in partnership.</p>	<p>Work experience in the field of Dementia/ Mental Health/Veterans Services/Social Care or other relevant area.</p> <p>Experience of project and/or service development with comparable scope.</p>

	Experience of producing written reports.	Experience of establishing or administering systems for monitoring and evaluation.
Knowledge or Awareness	<p>Thorough understanding of the needs of older people and the types of issues they face.</p> <p>Thorough understanding of the issues around working with volunteers.</p> <p>Good knowledge of the types of agencies and organisations which support older people and how they relate to each other.</p> <p>Sensitivity to the challenges around engaging with older people in rural and sometimes 'hard to reach' communities.</p>	Strong local knowledge of services which support older people.
Skills and abilities	<p>Organised, with strong administrative skills.</p> <p>Good communication and listening skills and able to work with a variety of different individuals and agencies.</p> <p>Able to structure own work and work independently.</p> <p>Able to produce written material to a high standard.</p> <p>Skilled in the use Microsoft Office (Excel, Access, Word, Outlook etc) and comfortable with</p>	

	<p>email and internet technology.</p> <p>Able to network effectively with partners, including statutory agencies and voluntary groups.</p> <p>Can work as part of a team.</p> <p>A flexible and self-motivated approach – must be able to show initiative.</p>	
<p>Personal Attributes</p>	<p>Diplomatic; able to sensitively negotiate between the needs of older people, volunteers and other stakeholders.</p> <p>Self disciplined and highly motivated; a self starter, happy to structure and organise own work.</p> <p>Able to prepare and convey information in a way which is accessible to both older people and professionals alike.</p> <p>Compassionate and sensitive to the needs of others.</p>	

Please feel free to add any other criteria fit to the job opening

How to apply: Visit our [website](http://www.ageukhw.org.uk) to download an application form and send to jobs@ageukhw.org.uk Alternatively you can phone 0800 008 6077 or email jobs@ageukhw.org.uk for more information

Closing date: 4th December 2020

Interview date: Week Commencing 14th December 2020