

PERSON SPECIFICATION

JOB TITLE: Veterans Project Support Officer

CRITERIA

- Experience:**
1. Office systems
 2. Partnership working
 3. Communication with the general public, particularly older people
 4. Use of computers, computer programmes and systems
 5. Working in situations where confidentiality is necessary
- Skills and Abilities:**
6. Mediation and Advocacy on behalf of older people
 7. Prioritisation, time management and organisational skills
 8. Communication and interpersonal skills
 9. Ability to present statistics for monitoring and evaluation purposes
 10. Problem solving and issue resolution
 11. Use of Microsoft Office programmes
- Knowledge:**
12. Local and national organisations working with older people, including veterans
 13. Issues relating to older people, including veterans
- Education & Training:**
14. GCSE/NVQ2 Standard
 15. Training appropriate to post
 16. Good command of English, both written and verbal
- Other Requirements:**
17. Willingness to be flexible and work some unsociable hours
 18. Ability and willingness to work on own, under supervision and as part of a team
 19. Commitment to personal development, knowledge and training as part of the role
 20. Driving license and access to own transport
 21. Enhanced DBS