

**AGE UK HERTFORDSHIRE
PERSON SPECIFICATION**

POST TITLE:	Club Activity Assistant	
<p>The requirements 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 in turn, as each will be assessed and marked during short-listing.</p>		
	CRITERIA	Method of Assessment
	KNOWLEDGE	
	Knowledge of lunch club services (Desirable)	A
	Knowledge of the voluntary and statutory sector (Desirable)	A
	Good understanding of the issues faced by older people (Essential)	A & I
	SKILLS & ABILITIES	
	Good communication and presentation skills (Essential)	A & I
	Ability to work as a team member (Essential)	A&I
	Excellent organisational skills with the ability to multi-task (Essential)	A & I
	Creative skills (Desirable)	A & I
	EXPERIENCE	
	Working in the public sector or a charitable organisation delivering services to the community (Desirable)	A & I
	Experience of working within a team (Essential)	A & I
	Experience of delivering activities including for example physical activity (Desirable)	A
	QUALIFICATIONS, TRAINING & EDUCATION	
	A basic level of education in English and Math (Desirable)	A
	ATTITUDE & PERSONAL CIRCUMSTANCES	
	Self confidence with an optimistic attitude (Essential)	I
	A commitment to quality standards and achieving results (Essential)	A
	Full driving licence and a willingness to use car and travel as required (Essential)	A
	Accessibility to AUKH offices and a willingness to travel as required (Essential)	A & I
	Common sense and a flexible approach to work (Essential)	I

METHODS OF ASSESSMENT: KEY TO ABBREVIATIONS	
A	Application Form (these are also shortlist criteria)
I	Interview