

AGE UK HERTFORDSHIRE PERSON SPECIFICATION

POST TITLE:	Club Assistant	
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 <i>all</i> criteria in turn, as each will be assessed and marked during short-listing.		
	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