

## PERSON SPECIFICATION

### POST: Menopause Awareness Raising Service Co-ordinator

Please ensure that you show **how** you meet the following requirements when Completing your application form

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>QUALIFICATIONS AND KNOWLEDGE</b>	
1. Educated to degree level or equivalent vocational experience within a health/ social care setting and/or marketing. (Health and Social Care Level 4, Institute of Leadership Management (ILM) 3.	Application/Interview
2. Ability to demonstrate an understanding and awareness of the issues relating to the menopause.	Application/Interview
3. Experience of creating online content for webpages and social media.	Application/Interview
4. Experience of developing and providing community-based support and information to individuals from all communities living in Leicester.	Application/Interview
5. Experience of working with both individuals and groups.	Application/Interview
6. Ability to work with an empathetic approach that demonstrates a commitment to person centred planning and strength-based approaches.	Application/Interview
7. Previous knowledge and experience of issues relating to the menopause.	Application/Interview
8. Experience of developing toolkits, webinars, campaigns, websites and training.	Application/Interview
9. Ability to gain knowledge of and liaise with, local organisations and specialist agencies including community groups.	Application/Interview
10. Ability to schedule and technically support with webinars, online meetings and events.	Application/Interview
11. Ability to keep records and information required for monitoring purposes and experience of referral systems, including producing analytics around reach, impressions and website/ social media engagement.	Application/Interview
12. Excellent creative skills and experience of designing promotional material such as Canva.	Application/Interview

13. Experience of working with volunteers.	Application/Interview
14. Experience of attending external meetings to represent the views of women living with the menopause.	Application/Interview
<b>SKILLS AND ABILITIES</b>	
1. Ability to organise and prioritise workloads for members of team.	Application/Interview
2. Excellent communication and interpersonal skills and ability to present information using a variety of media and settings.	Application/Interview
3. Ability to write and compile reports, information and statistical records.	Application/Interview
4. Experience of evaluating and distributing information in a sensitive manner.	Application/Interview
5. Good presentation skills.	Application/Interview
6. Ability to work on own initiative as well as part the Information and Advice Department.	Application/Interview
7. Must have respect for and maintain client confidentiality.	Application/Interview
8. Experience of attending external meetings to represent views of individuals.	Application/Interview
<b>OTHER CRITERIA</b>	
1. Ability to travel to meet the requirements of the job	Application/Interview
2. Full UK driving licence and able to obtain business use insurance	Application/Interview
3. Awareness of the ethos and work of Age UK Leicester Shire & Rutland and its commitment to Equality and Diversity	Application/Interview

October 2022