

AGE UK SHROPSHIRE TELFORD & WREKIN

PERSON SPECIFICATION

Wellbeing Services Development Officer, South Shropshire

Please ensure that you identify **in the Application Form** how you meet the requirements of this person specification.

Attributes	Essential	Desirable
Qualifications	<p><i>No specific qualification required.</i></p> <p>Applicants must have a good standard of general education or demonstrate how their lived experience gives them the skills required for the post.</p> <p>Must have a good knowledge of IT and be confident in using a variety of IT packages.</p>	
Skills/Knowledge	<p>An understanding of and empathy with the needs of older people.</p> <p>Excellent communication skills, particularly written skills and the ability to communicate well with older people.</p> <p>Understanding of 'what activities work well' to improve physical and mental wellbeing and the barriers to activity that older people may face.</p> <p>Experience of delivering – or organising – activities for older people.</p> <p>Excellent organisational and time management skills and ability to prioritise a busy workload.</p>	<p>Understanding and knowledge of the Voluntary Sector</p> <p>Experience of working with volunteers.</p> <p>Experience of working in health and social care</p> <p>Knowledge of the needs and aspirations of diverse communities</p> <p>Knowledge of local services in Shropshire</p> <p>Knowledge of how to use databases</p> <p>Knowledge of the Data Protection Act.</p>

	<p>An understanding of and commitment to equalities and how this impacts on older people</p> <p>Knowledge of legislation relating to health, social care and housing and the local provision.</p> <p>The ability to prioritise a busy workload with minimal supervision.</p> <p>An understanding of the importance of confidentiality and the keeping of safe records.</p>	
Personal Attributes	<p>A commitment to helping older people</p> <p>A value base which supports the principles of Age UK Shropshire Telford & Wrekin</p> <p>To be able to work as part of a team.</p> <p>To be able to communicate well with older people and also with professionals.</p> <p>To respect client confidentiality at all times.</p> <p>To be able to work calmly whilst under pressure.</p> <p>To have the vitality and energy necessary to cope with this demanding position.</p> <p>To be presentable and have a friendly, approachable manner and an enduring sense of humour.</p>	