

AGE UK SOLIHULL

PERSON SPECIFICATION

JOB TITLE: Enabling Connections Coordinator

Experience
<ul style="list-style-type: none">• Minimum of 1 years' experience in a supervisory or management role.• Minimum 1 years' experience of working with volunteers including recruitment, training, development and motivation.• Experience of working with statutory and voluntary organisations across sectors.• Previous experience of delivering services suitable for older and vulnerable people.• Experience of data collection and report writing.• Experience of person-centred service provision.
Knowledge
<ul style="list-style-type: none">• A demonstrable understanding and commitment to the work, vision and values of Age UK Solihull.• Broad knowledge and understanding of the wide range of issues affecting older and vulnerable residents of Solihull, and of services to meet their needs.• Good understanding of the experience of volunteering• Good understanding of the importance of diversity and equality.• Good understanding of Information Governance including confidentiality and data quality.• Good understanding of Safeguarding Adults.
Skills
<ul style="list-style-type: none">• Excellent IT skills• Highly flexible approach.• Highly organised, self-motivated, able to prioritise conflicting demands and meet deadlines.• Good verbal communication, listening and interpersonal skills.• Ability to develop and maintain effective and productive working relationships.• Assessment and goal setting skills• Service development and marketing skills• Ability to be able to use and maintain systems• Data collection and report writing• Flexible and able to work confidently alone and on own initiative as well as being an active team member.
Other
DBS Check Driving Licence and use of a car