

AGE UK SOLIHULL

PERSON SPECIFICATION

JOB TITLE: PSI Project Coordinator
18 hours per week

| Experience |
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| <ul style="list-style-type: none">• Minimum of 2 years' experience in health and social care related field• Working with staff or volunteers including recruitment, training, development and motivation.• Working with NHS organisations and partners across sectors.• Data collection to meet funders requirements.• Person-centred service provision, leading/arranging group activities in particular• Undertaking risk assessments |
| 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 residents of Solihull, and of services to meet their needs.• Understanding of how physical activity benefits older adults by reducing the risk of falls and enhancing overall health and well-being.• Good understanding of the importance of diversity and inclusion and how to put these principles into practice.• Good understanding of Information Governance including confidentiality and data security.• Good understanding of Safeguarding Adults.• Health and Safety knowledge, including risk management |
| Skills |
| <ul style="list-style-type: none">• Proficient IT skills• 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.• Flexible and able to work confidently alone and on own initiative as well as being an active and supportive team member. |
| Other |
| Driving Licence and use of a car. Enhanced DBS Check |
| Desirable |

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| <ul style="list-style-type: none">• Previous experience of delivering exercise classes• Level 3 Diploma in Exercise Referral• Level 4 Postural Stability Qualification (or prepared to undertake training) |