

## COMMUNITY ENGAGEMENT ADVISER (NHS Voluntary Services)

### PERSON SPECIFICATION

You should complete your application form bearing in mind it will be scored against all the elements below.

If you are unable to directly meet any of the criteria, please explain more about any transferrable skills you have that you think would be suitable to this role. It is important to give us as much information as possible about your skill set.

Any or all of the elements could be discussed further at interview stage.

CRITERIA		Essential	Desirable
<b>QUALIFICATION</b>	Recognised qualifications in social work, health, advice work or other relevant profession (eg. NVQ Level 3 or 4)	✓	
<b>EXPERIENCE</b>	Experience in volunteer recruitment, support and retention	✓	
	Significant experience in project development and implementation (eg: setting objectives, delivering service, monitoring achievements, evaluating, and reporting)	✓	
	Significant experience in partnership work and constructive liaison with relevant voluntary/statutory organisations and professional groups	✓	
	Experience in Health care sector and/or health care settings		✓
	Experience in delivering presentations and/or training to groups	✓	
	Experience of community capacity building	✓	
	Experience of working in a voluntary organisation (paid or unpaid)		✓
	Experience of using innovative techniques to impart information		✓

	Experience in setting up groups to deliver activities including social and peer support	✓	
<b>SKILLS AND KNOWLEDGE</b>	Excellent verbal and written communication skills	✓	
	Experience of producing reports for projects including monitoring and statistical evidence	✓	
	A sound understanding of the effects of social isolation, lack of social mobility and ageing on the experiences of adults across our area.	✓	
	Ability to manage complex and demanding workload	✓	
	Ability to empathise with and offer emotional support to vulnerable adults	✓	
<b>PERSONAL ATTRIBUTES</b>	Ability and willingness to work flexible hours (occasional evenings / weekends)	✓	
	Ability to work as a member of a team	✓	
	Self-motivation, proactive, enthusiastic and ability to work on own initiative	✓	
	Ability to work to tight timescales and under pressure	✓	
	Ability and willingness to travel around a diverse urban/rural area. Own transport essential.	✓	