

COMMUNITY ENGAGEMENT ADVISER (CSO)

PERSON SPECIFICATION



CRITERIA		Essential	Desirable	Application Interview Task
QUALIFICATION	Recognised qualifications in social work, health, advice work or other relevant profession (eg. NVQ Level 3 or 4)			
	Significant experience as an advisor to vulnerable adults/carers/ people with disabilities/other disadvantaged groups			
EXPERIENCE	Experience of the welfare benefits system, particularly of the benefits relevant to older people, carers and people with disabilities			
	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 advocating on behalf of socially excluded groups and individuals (eg. in reviews, supporting complaints, contributing to case conferences, at public meetings)			
	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			
	Presentation skills and group work			
	Experience in setting up groups to deliver activities including social and peer support			

SKILLS AND KNOWLEDGE	Excellent verbal and written communication skills			
	Demonstrable knowledge and understanding of services and legislation of relevance to older people, carers and people with disabilities			
	Demonstrable understanding of the welfare benefit system and particularly of the benefits relevant to older people, carers and people with disabilities			
	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			
	Developing and Managing projects			
	Ability to empathise with and offer emotional support to vulnerable adults			
PERSONAL ATTRIBUTES	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			
	Willingness to travel across a diverse urban/rural area, visiting clients in their own homes and at other venues			

APPLICATION FORMS WILL BE USED IN SUPPORTING EVIDENCE AGAINST THE ABOVE CRITERIA