

COMMUNITY ENGAGEMENT ADVISER (Carers)
PERSON SPECIFICATION



CRITERIA		Essential	Desirable	Interview Task
QUALIFICATION	Recognised qualifications in social work, health, advice work or other relevant profession (eg. NVQ Level 3 or 4)	x		
EXPERIENCE	Significant experience as an adviser to vulnerable adults/carers/ people with disabilities/other disadvantaged groups	x		
	Experience of the welfare benefits system, particularly of the benefits relevant to older people, carers and people with disabilities		x	
	Significant experience in project development and implementation (eg: setting objectives, delivering service, monitoring achievements, evaluating and reporting)	x		
	Significant experience in partnership working / constructive liaison with relevant voluntary/statutory organisations and professional groups	x		
	Experience in advocating on behalf of socially excluded groups and individuals (eg. in reviews, supporting complaints, contributing to case conferences, at public meetings)	x		
	Experience in delivering presentations and/or training to groups	x		x
	Experience of community capacity building and maximising community energy	x		
	Experience of working in a voluntary organisation (paid or unpaid)		x	
	Experience of using innovative techniques to impart information	x		x
	Presentation skills and group work Experience in setting up groups to deliver activities including social and peer support	x		x

SKILLS AND KNOWLEDGE	Excellent verbal and written communication skills	x		x
	Demonstrable knowledge and understanding of services and legislation of relevance to vulnerable groups, carers and people with disabilities		x	
	Knowledge of volunteer development - recruitment, support and retention	x		
	Demonstrable understanding of the welfare benefit system and particularly of the benefits relevant to older people, carers and people with disabilities		x	
	Experience of producing reports for projects including monitoring and statistical evidence		x	
	A sound understanding of the effects of social isolation, lack of social mobility and ageing on the experiences of adults across our area.	x		x
	Ability to manage complex and demanding workload	x		
	Developing and Managing projects	x		
	Ability to empathise with and offer emotional support to vulnerable adults	x		
PERSONAL ATTRIBUTES	Ability and willingness to work flexible hours (occasional evenings / weekends)	x		
	Ability to work as a member of a team	x		
	Self-motivation, proactive, enthusiastic and ability to work on own initiative	x		
	Ability to work to tight timescales and under pressure	x		
	Willingness to travel across a diverse urban/rural area, visiting clients in their own homes and at other venues	x		

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