

**COMMUNITY ENGAGEMENT ADVISER  
(Micro-Providers@Home)  
PERSON SPECIFICATION**



**You should complete your application form/expression of interest letter 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 Health and Social Care, Community Development, Advice work or other relevant profession (eg. NVQ Level 3 or 4)	✓	
<b>EXPERIENCE</b>	Significant experience as an adviser to vulnerable adults/carers/ people with disabilities/other disadvantaged groups, small businesses or to community groups	✓	
	Significant experience in project development and implementation (eg: setting objectives, delivering service, monitoring achievements, evaluating and reporting)	✓	
	Significant experience in partnership working / constructive liaison with relevant voluntary/statutory or commercial organisations and professional groups	✓	
	Experience of Community Development – experience of engaging and incorporating place-based needs/voices in the development of activity	✓	
	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 Volunteer recruitment, induction and on-going support	✓	
	Experience in delivering presentations and/or training to groups	✓	
	Experience of community capacity building and maximising community energy		✓
	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		✓
<b>SKILLS AND KNOWLEDGE</b>	Excellent IT, verbal and written communication skills	✓	
	Demonstrable knowledge and understanding of services and legislation of relevance to vulnerable groups, 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	✓	
<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	✓	
	Willingness and ability to travel across a diverse urban/rural area, visiting clients in their own homes and at other venues	✓	
	<b>Have own or access to a vehicle to use for work, with appropriate insurance cover</b>	✓	