

# Person Specification Healthier Lifestyles Project Officer

***In order to meet the person specification you will be able to demonstrate:***

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| **Personal Qualities** | **E =Essential****D = Desirable** |
| Drive, energy and enthusiasm | E |
| Friendly, empathetic and approachable | E |
| Self motivated and hard working | E |
| Committed to person centred working | E |
| Committed to working as part of a highly diverse staff and volunteer work force | E |
| Committed to the core values and objectives of the organisation | E |
| **Experience and Knowledge:** | **E =Essential****D = Desirable** |
|  Qualified to and experienced in delivering a wide variety of seated and standing exercises to groups.  | E |
| Experience of working with on line platforms e.g Zoom, MS Teams. | E |
| Good understanding of the issues affecting older people | E |
| Good understanding of the needs of older people | E |
| Excellent working knowledge of administration processes and systems,  | E |
| Experience in an area such as health promotion, behaviour change, nutrition, nursing, health management, health checking, | E |
| Experience of group leading and giving talks or demonstrations.  | E |
| Good working knowledge of database, and ability to keep accurate and timely records and case notes. | E |
| Experience of delivering activities and group sessions for social interaction and engagement | E |
| Experience of dealing with customer enquiries and/or complaints | E |
| Experience of working with and supervising volunteers | D |
| **Skills and Abilities** | **E =Essential****D = Desirable** |
| A good understanding of equal opportunities, health and safety, and confidentiality policies.  | E |
| Ability to build relationships for joint working with local partner organisations. |  |
| Excellent communication skills, both written and verbal and the ability to network at all levels.  | E |
| Excellent literacy and numeracy skill**s** | E |
| Good time management and organisational skills, with the ability to work alone or as part of a team. | E |
| Ability to listen and communicate effectively with a diverse group of people. | E |
| Ability to demonstrate commitment to people-centred and holistic approach to service delivery | E |
| Good IT skills with working knowledge of MS Word, Excel and Powerpoint. | E |
| **Practical Considerations** | **E =Essential****D = Desirable** |
| Clean driving licence and access to a car | D |
| Ability to travel around the borough in a timely manner | E |

**This post is subject to a Disclosure and Barring Service check**