

AGE CONCERN BLACKBURN WITH DARWEN
PERSON SPECIFICATION

JOB TITLE: Outreach Advice Development Co-ordinator

LOCATION: 4 King Street, Blackburn

You should address **each point** on the person specification explaining what qualities, skills or experience you have in order to demonstrate **how** you meet the requirements listed. **This is important as criteria from this will be used at the shortlisting stage.**

<u>ESSENTIAL</u>	<u>METHOD OF ASSESSMENT</u>
1. Knowledge and understanding of problems faced by older people and their carers	Application Form/ Interview/ Written Test
2. Proven record of developing and delivering successful projects including partnership working	Application Form/ Interview
3. Excellent communication skills both written and oral	Application Form/ Interview/ Written Test
4. High standards of literacy and numeracy	Application Form/ Interview/ Written Test
5. At least two years experience of giving advice and information to the public	Application Form/ Interview/ Written Test
6. Self motivation and ability to organise one's own workload	Application Form/ Interview/ Written Test
7. Ability to work on own initiative and without close supervision	Application Form/ Interview
8. Ability to work under pressure, be flexible and cope with change	Application Form/ Interview
9. A good basic level of IT knowledge and the ability to use the internet and email	Application Form/ Interview
10. Experience of writing reports and letters	Application Form/ Interview
11. Ability to work as part of a team	Application Form/ Interview

<u>ESSENTIAL</u>	<u>METHOD OF ASSESSMENT</u>
12. At least one years experience of managing or supervising staff or volunteers	Application Form/ Interview
13. Current driving licence and use of car for work	Application Form

<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
1. Experience of providing advice and information to older people	Application Form/ Interview
2. Experience/ training in social care or welfare rights field	Application Form/ Interview
3. Knowledge of services available for older people in Blackburn with Darwen	Application Form/ Interview/ Written Test
4. Knowledge of, or experience in, working with the local Asian heritage communities	Application Form/ Interview

July 2008