

**AGE UK HERTFORDSHIRE  
PERSON SPECIFICATION**

<b>POST TITLE:</b>	<b>Dementia Information and Advice Coordinator</b>	
<p>The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. <b>NB: In your personal statement on the application form, you should cover <i>all</i> criteria in turn, as each will be assessed and marked during short-listing.</b></p>		
	<b>CRITERIA</b>	<b>Method of Assessment</b>
<b>KNOWLEDGE , SKILLS &amp; ABILITIES</b>		
<b>1</b>	Self confidence with an optimistic attitude	<b>I</b>
<b>2</b>	A commitment to quality standards and achieving results	<b>A &amp; I</b>
<b>3</b>	Ability to deliver the information and advice (including benefit advice) service according to the project brief	<b>A &amp; I</b>
<b>4</b>	Good written and verbal communication skills	<b>A, I &amp; E</b>
<b>5</b>	Ability to manage and motivate volunteers	<b>I</b>
<b>6</b>	Competent in the use of computers and a good level of literacy in databases, Word and E mail;	<b>A, I &amp; E</b>
<b>7</b>	Good organisational skills	<b>A &amp; I</b>
<b>8</b>	Good understanding of the issues faced by older people	<b>A &amp; I</b>
<b>9</b>	Good understanding of dementia and mild cognitive impairment	<b>A &amp; I</b>
<b>10</b>	Able to adapt to meet the needs of the service	<b>A &amp; I</b>
<b>EXPERIENCE</b>		
<b>11</b>	Working in the public sector or a charitable organisation providing a service to the public	<b>A &amp; I</b>
<b>12</b>	Experience of delivering projects in accordance with conditions laid down in service level agreements / funding contracts	<b>A &amp; I</b>
<b>13</b>	Experience of collecting statistical information and feeding back information to support service planning and development	<b>A &amp; I</b>
<b>14</b>	Working in social care with knowledge of the needs of older people including dementia and mild cognitive impairment (Desirable)	<b>A &amp; I</b>
<b>QUALIFICATIONS, TRAINING &amp; EDUCATION</b>		
<b>15</b>	A commitment to equal opportunities	<b>A &amp; I</b>

<b>16</b>	A good level of education with evidence of continual self development	<b>A</b>
<b>ATTITUDE &amp; PERSONAL CIRCUMSTANCES</b>		
<b>17</b>	Full driving license and daily use of a car and willingness to travel extensively	<b>A &amp; I</b>
<b>18</b>	Willingness to work flexibly, and to cover weekends if required	<b>I</b>

<b>METHODS OF ASSESSMENT: KEY TO ABBREVIATIONS</b>	
<b>A</b>	<b>Application Form (these are also shortlist criteria)</b>
<b>I</b>	<b>Interview</b>
<b>E</b>	<b>Exercise</b>