

## PERSON SPECIFICATION

### POST: BEFRIENDING PROJECT WORKER

Please ensure that you show **how** you meet the following requirements when Completing your application form

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>QUALIFICATIONS AND KNOWLEDGE</b>	
1. A good standard of education and recent vocational experience within a health/ social care setting.	Application/Interview
2. Ability to demonstrate an understanding and awareness of the issues facing older people and the effects of social isolation and loneliness.	Application/Interview
3. Experience of working with volunteers and ability to match volunteers with service users.	Application/Interview
4. Experience of working within policies and practices relating to referral systems and procedures.	Application/Interview
5. Ability to work in a sensitive and empathetic manner that demonstrates a commitment to person centred approaches to working with individuals.	Application/Interview
6. Ability to work effectively with other agencies.	Application/Interview
7. Ability to keep records and information required for monitoring purposes	Application/Interview
8. Proven ability to meet targets.	Application/Interview
9. Knowledge of a range of IT software including Microsoft Office, Excel and CRM systems	Application/Interview
<b>SKILLS AND ABILITIES</b>	
1. Administrative skills, including producing letters, correspondence and database management	Application/Interview
2. Ability to organise and prioritise workloads.	Application/Interview
3. Excellent communication and interpersonal skills	Application/Interview
4. Ability to work on own initiative as well as part of a team	Application/Interview
5. Ability to understand and work within data protection and confidentiality policies.	Application/Interview

**OTHER CRITERIA**

1. Ability to travel to meet the requirements of the job	Application/Interview
2. Full UK driving license and able to obtain business use insurance	Application/Interview
3. Awareness of the ethos and work of Age UK Leicester Shire and Rutland and its commitment to Equality and Diversity	Application/Interview