

**AGE UK SOLIHULL
PERSON SPECIFICATION**

JOB TITLE: Groups and Activities Coordinator

ESSENTIAL	DESIRABLE
Experience	
<ul style="list-style-type: none"> • Experience of working with older people. • Experience of delivering activities. • Experience of administration and keeping basic financial records. 	<ul style="list-style-type: none"> • Experience of working with volunteers. • Experience of supervising and training
Knowledge	
<ul style="list-style-type: none"> • A demonstrable understanding and commitment to the work, vision and values of Age UK Solihull. • Good understanding of the issues faced by older people. • Good understanding of the importance of diversity and equality. • Good understanding of Data Protection and Confidentiality. 	<ul style="list-style-type: none"> • Good understanding of Safeguarding Adults. • Local knowledge of the Solihull Borough.
Skills	
<ul style="list-style-type: none"> • Excellent verbal communication, listening and interpersonal skills. • Good numerical skills. • Highly organised, self-motivated, able to prioritise conflicting demands and meet deadlines. • Flexible and able to work confidently alone and on own initiative as well as being an active team member. 	<ul style="list-style-type: none"> • Creative skills • Experience of reporting and presenting.
Other	
<ul style="list-style-type: none"> • Use of a car and a full driving licence is required for this post. • Satisfactory DBS Check 	