

**Person Specification – Community Development Older People’s Project  
Coordinator**

	<b>Essential unless stated</b>
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to minimum GCSE level</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years' experience of working in a community development role</li> <li>• Experience of working with older people</li> <li>• Experience of partnership working</li> <li>• Experience of working one to one with clients in a supportive role</li> <li>• Knowledge and skills in groupwork</li> <li>• Experience of online delivery via Teams/Zoom etc</li> <li>• Experience of monitoring and evaluation of projects</li> </ul>
<b>Job Related Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good organisational skills</li> <li>• Good IT skills including Microsoft packages</li> <li>• Networking skills, working with a range of stakeholders</li> </ul>
<b>Personal Skills &amp; values</b>	<ul style="list-style-type: none"> <li>• Able to work with diverse communities</li> <li>• Ability to work independently and as part of a team</li> <li>• Asset based community development training (desirable)</li> <li>• Access to own transport (when it’s possible)</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users.</li> <li>• We are committed to providing services at weekends and in the evenings and require our staff to work flexibly to accommodate this.</li> <li>• Work in compliance with the organisations policies and procedures and its commitment to equal opportunities.</li> <li>• Ensure that output and the quality of work are of the highest standard and complies with current legislation.</li> <li>• All staff will be expected to work across the whole staff team for special events as and when required.</li> <li>• SBCP is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults and a DBS certificate will be required.</li> </ul>



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|  | <ul style="list-style-type: none"><li>• In return for your commitment and dedication to SBCP we offer, regular training opportunities, active supervision, and individual development plan, together with working in a fully supportive team.</li></ul> |
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**Last updated:** January 2023

**Date of next review:** January 2024