

HELP AND CARE – HEALTHWATCH PERSON SPECIFICATION
HEALTHWATCH OFFICER (VOLUNTEERING AND PARTNERSHIPS LEAD)

		<u>Essential/Desirable</u>
1. <u>Knowledge/Experience</u>		
1.1.	Experience of working with, managing and recruiting volunteers	E
1.2.	Experience of supporting volunteers to deliver projects	E
1.3.	Experience of networking and partnership building	E
1.4.	Experience of working on own and using initiative	E
1.5.	Knowledge of voluntary sector	E
1.6.	Experience of working with statutory and voluntary agencies in partnership building	E
1.7.	Experience of leading projects/project development	E
1.8.	Knowledge and practical experience of community involvement methods & techniques	E
1.9.	Experience of organising events	D
1.10.	Knowledge of health and social care	D
1.11.	Experience of working with people who have complex needs	D
1.12.	Experience of facilitating meeting and events	D
1.13.	Experience of representing organisations at community events and official meetings.	D
1.14.	Experience of creating content for social media on multiple platforms in focused campaigns with measurable results	D
1.15.	Excellent knowledge of English language, grammar and punctuation	D
1.16.	Experience of writing and editing leaflets, reports and online content	D
2. <u>Skills and Abilities</u>		
2.1.	Able to relate to a diverse range of people	E
2.2.	Teamwork	E
2.3.	Volunteer management skills	E
2.4.	Strong oral communication, interpersonal & liaison skills	E
2.5.	Organised and able to prioritise	E
2.6.	Well-developed IT skills & experience of using Microsoft products	E
2.7.	Writing, editing skills and attention to detail	D
2.8.	Problem solving/analytical	D
2.9.	Photography and videography skills	D
2.10.	Design skills using Adobe InDesign	D
3. <u>Personal Qualities</u>		
3.1.	Enthusiastic and approachable	E
3.2.	Self-motivated	E
3.3.	Enjoys working as part of a team	E
3.4.	Energetic	E

4. Values/Attitudes

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| 4.1. | Belief in social justice | E |
| 4.2. | Innovative | E |
| 4.3. | Person centered | E |
| 4.4. | Collaborative | E |
| 4.5. | Adaptable and flexible | E |
| 4.6. | Commitment to inclusiveness and participation | E |
| 4.7. | Commitment to community-led development | E |
| 4.8. | Commitment to equality and diversity | E |