



St Cuthbert's Hospice

Making every day count since 1988

Person Specification

Post Title Community Outreach Co-ordinator		Band 4	Department: Community Outreach	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	NVQ level 4/Diploma in health and social care, health promotion or related subject or equivalent experience	Application form and interview	Community development qualification or equivalent experience	Application form and interview

Experience		Application form and interview		Application form and interview
	<p>Experience of working in health, social settings with people with life-limiting illnesses</p> <p>Experience of planning and co-ordinating meaningful activities</p> <p>Experience of guiding / supporting volunteers</p> <p>Experience of collaborative working with external groups</p> <p>Experience of managing a budget/ Monitoring outputs, outcomes, maintaining accurate records and writing reports</p> <p>Good local knowledge/contacts/networks</p> <p>Experience of lone working</p>		<p>Experience of supporting the planning and delivery of community-led initiatives</p> <p>Experience of working in the voluntary sector</p> <p>Experience of supporting Carers/families of people with life-limiting illness</p> <p>Experience of managing difficult and sensitive situations</p> <p>Familiar with identifying and removing barrier to engagement</p>	

Skills and Knowledge		Application form and interview		Application form and interview
	<p>Ability to identify needs of service users and communities</p> <p>Understanding of community development values and processes</p> <p>Ability to demonstrate a creative and innovative approach to problem-solving</p> <p>Ability to deliver community-based programmes of education, training and support.</p> <p>Excellent interpersonal skills to build and maintain relationships and network with a wide range of individuals and groups</p> <p>Ability to work autonomously with an understanding of when to escalate to the appropriate level.</p> <p>Excellent verbal, written, IT and communication skills, (Word, Publisher, Power point, Excel or equivalent).</p> <p>Presentation skills / Virtual presentation</p>		<p>Knowledge and understanding of the community support initiatives</p> <p>Ability to promote and support sensitive conversations</p>	

Personal Attributes	<p>Excellent communication skills</p> <p>Empathic, approachable, and compassionate</p> <p>Understanding of open culture around death, dying and grief</p> <p>Understanding and commitment to equality, diversity and inclusion</p> <p>Ability to work under pressure and manage priorities effectively</p>			
Special Requirements	<p>Ability to travel independently</p> <p>flexibility to work occasional evenings and weekends to meet the requirements of the role</p>		<p>Ability to drive and access to car</p>	

Issue Date:

Employee Signature **Date**