



St Cuthbert's Hospice

*Making every day count since 1988*

## Person Specification

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

<b>Experience</b>		<b>Application form and interview</b>		<b>Application form and interview</b>
	<p>Experience of working in health, social settings with people with life-limiting illnesses, their Carers or those recently bereaved</p> <p>Experience of planning and co-ordinating meaningful activities</p> <p>Experience of collaborative working with external groups</p> <p>Experience of maintaining accurate records and report writing</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 or of guiding / supporting volunteers</p> <p>Familiar with identifying and removing barriers to engagement</p> <p>Experience of managing difficult and sensitive situations</p>	

<b>Skills and Knowledge</b>	<p>Ability to identify needs of service users and their communities, and to co-ordinate and support the delivery of community activities</p> <p>Ability to demonstrate a creative and innovative approach to problem-solving</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>	<b>Application form and interview</b>		<b>Application form and interview</b>
<b>Personal Attributes</b>	<p>Excellent communication skills</p> <p>Empathic, approachable, and compassionate</p> <p>Understanding of open culture around death, dying, grief and loss</p> <p>Understanding and commitment to equality, diversity and inclusion</p> <p>Ability to work under pressure and manage priorities effectively</p>			

Special Requirements	Ability to travel independently  Flexibility to work some evenings and weekends to meet the requirements of the role		Ability to drive and access to car	
----------------------	--	--	------------------------------------	--

**Issue Date:** .....

**Employee Signature** ..... **Date** .....