

**Post: Ageing Better Engagement Officer**

**Date Prepared: January 2014**

<b>No Item</b>		<b>Method of Assessment:</b> AF – Application Form I – Interview A - Assessment
	<b>Essential Skills/Experience/Understanding</b>	
1.	An understanding of the issues that face older people in respect of marginalisation, loneliness and social isolation	AF& I
2.	Experience of community consultation	AF, I & A
3	Experience of using various engagement strategies	AF,I
4.	Effective written communication skills.	AF
5	Ability to write and communicate effectively and appropriately with all sectors of the community and partner organisations	AF
6.	Experience of undertaking research	AF,& I
7	Experience of developing successful funding bids for major projects.	AF,I
8.	Experience of working with statistics	AF & I
9	Proven ability to develop working relationships with statutory, voluntary and community groups	AF,I
10	Ability to gather, evaluate and disseminate information	AF,I,A
11	IT literate including ability to use word, excel, powerpoint and outlook	AF

<b>12</b>	Ability to manage competing workloads and manage time effectively	AF,I
<b>13</b>	Ability to write reports to a deadline and the ability to convey complex information in an appropriate format.	AF,I,A
<b>14</b>	An understanding of the links between social engagement and an enhanced quality of life	AF,I
<b>15</b>	Proven track record of successful project delivery	AF
<b>16.</b>	Demonstrable ability and motivation to work alone and effectively manage own workload.	I
<b>17.</b>	Flexibility of approach. Flexibility in terms of hours/days worked.	I
<b>18.</b>	A commitment to providing a quality service.	I
<b>19.</b>	Support for ACL&S's commitment to equality of opportunity and diversity.	I
<b>20.</b>	Car driver, with access to a car for use at work.	AF