



# Footprints in the community

Stepping out into the Community with Compassion to meet Local Need

## PERSON SPECIFICATION – Community Wellbeing Co-ordinator

PERSON SPECIFICATION	ESSENTIAL OR DESIRABLE
<b>Skills and abilities</b>	
GCSE Maths and English or equivalent	E
Level 3 qualification in a relevant subject eg Health & Social Care	E
Knowledge of barriers to getting help for people who experience poor mental health	E
Knowledge of health and social care sector, mental health services and the voluntary and community sector	E
Knowledge of services to improve people's mental health	E
Experience of introducing, managing/co-ordinating and delivering services	E
Experience of developing partnerships.	E
An understanding of GDPR.	E
Experience of working with diverse individuals and communities.	E
Excellent planning and organisational skills.	E
Ability to liaise with a wide range of organisations and individuals.	E
Good level of administrative techniques including IT, telephone manner, oral and written communication and the ability to handle complex customer queries	E
Ability to prioritise tasks and take appropriate action.	E
Problem solving skills.	E
Ability to work within a set budget	D

Ability to work as part of a team and on own initiative	E
A flexible approach to meeting the needs of the services, which at times, may require working beyond normal working hours.	E
Commitment to providing a customer-focussed service and the ability to recognise the needs of different people.	E
	E
<b>Personal Qualities</b>	
Excellent communication and listening skills with clear professional boundaries.	E
Polite and friendly manner	E
Honest and reliable	E
Willingness to learn and undertake training / Commitment to own continuous personal and professional development.	E
Evidence of own continuous personal and professional development.	D
Self-motivated and committed to an ethos of continuous improvement.	E
Attentive and receptive to instructions and able to deliver to requirements of a task.	E
Ability to recognise personal limits and seek guidance and/or support in a timely manner.	E
Good sense of humour	E

### **Hours and Place of Work**

35 hours per week

The charity is based within central Redcar – 10 Queen Street, TS10 1DY

### **Salary**

NICVA Scale SO1 Point 25 £30,095 per annum

### **Holidays**

5 weeks paid holiday per year plus Bank Holidays

### **Additional Benefits**

Employment holiday purchase scheme

Birthday holiday each year in addition to holidays

Medicash Scheme (following successful 3 months' probation)

Pension Scheme