

## ADVOCACY AND OUTREACH COORDINATOR

### - Personal Specification for the role

The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants will be assessed against the following qualities and abilities.

**NB: You should aim to include examples within your application form that cover the essential criteria listed below.**

	CRITERIA	Method of assessment	Essential/Desirable
	<b>KNOWLEDGE</b>		
1	Experience of working with older people	A & I	E
2	An understanding of the social, cultural and political issues that have impacted African Caribbean older people and the impact of social isolation on these communities	A & I	E
3	An excellent understanding of advocacy and experience of good negotiation and problem solving skills (E)	A & I	E
	<b>SKILLS &amp; ABILITIES</b>		
4	Excellent written and verbal communication and negotiation skills	A & I	E
5	Ability to demonstrate initiative	A & I	E
6	Excellent IT skills: SharePoint, Office	A & I	E
7	Ability to self-motivate, plan strategically and remain focused on multiple tasks	A & I	E
8	Skilled in delivering to deadlines	A & I	E
9	Ability to work collaboratively as part of a team	A & I	E
	<b>EXPERIENCE</b>		
10	Experience of case-management	I	D
11	Experience of confidential data entry	I	D
12	Experience of safeguarding issues	I	D
13	Knowledge of older people's services in London		
14	Experience of advocacy	I	D
15	Experience of outreach	I	D
16	Understanding of and demonstrable commitment to equal opportunities and diversity	I	D



KEY TO ABBREVIATIONS	
<b>Methods of assessment</b>	
<b>A</b>	<b>Application Form</b> (these are the shortlist criteria) if you don't meet all of the essential criteria listed you are unlikely to be considered for shortlisting.
<b>I</b>	<b>Interview</b> – you will be asked to demonstrate your understanding and practical application or experience in some or all of these criteria if you are invited for interview
<b>E</b>	<b>Exercise</b> – if required, this will be a computer-based written exercise at interview stage
<b>P</b>	<b>Presentation</b> – you may be asked to produce a presentation as part of the interview and selection process
<b>Essential / Desirable</b>	
<b>E</b>	<b>Essential</b> – These must be adequately demonstrated to be considered for shortlisting and you should anticipate being asked to explain these further if called for interview
<b>D</b>	<b>Desirable</b> – Where experience/skills/knowledge are desired criteria and do form part of the shortlisting criteria, but these are areas where on-the-job training could be given. Successful candidates are expected to be fully committed to all 'desirable' criteria
Date	September 2021

