

Friendship Centre Development Worker: Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE		
Experience of working with active older people and an ability to understand their needs, issues and aspirations		X
Experience of submitting successful funding applications	X	
SKILLS		
Good communication skills	X	
Ability to submit high quality funding applications, including preparing project budgets	X	
Ability to support the management committee in developing long term sustainability for the centre	X	
Ability to understand and respond to financial information presented at monthly committee meetings	X	
Ability to maintain a long term view whilst dealing with day to day tasks	X	
Ability to work on your own initiative, planning and organising your work effectively	X	
Good research skills, including on line research	X	
Good record keeping skills	X	
Good IT skills, including using email, word and excel	X	
Ability to develop and review policies	X	
PERSONAL		
Ability to work in conjunction with the management committee	X	
Commitment to the involvement and participation of older people in planning and developing services	X	
Positive approach to supervision and training	X	
Willing and able to work flexible hours by prior negotiation		X
Commitment to and understanding of vulnerability, equal opportunities, health and safety and confidentiality	X	
Understanding of the issues facing older people	X	
Ability to communicate in a supportive, enabling manner with a wide range of older people	X	
Respectful and caring personality	X	