

AGE UK DONCASTER PERSON SPECIFICATION

POST TITLE: Outreach and Engagement Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW MEASURED
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Experience of engaging individuals and organisations in a project, activity or service • Experience facilitating focus groups with clients, partners and stakeholders • Experience of working within Adult Social Care and specifically people living with dementia and their carers would be highly desirable 	<ul style="list-style-type: none"> • Experience of engaging with marginalised communities 	Application form Interview
SPECIAL KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Exceptional organisation skills and be able to prioritise a challenging schedule of regular engagement and events. • Excellent verbal and written communication skills to engage effectively with a range of partners and stakeholders • Excellent IT skills using a range of devices and software. • Ability to produce reports within agreed deadlines with accuracy • Good understanding of social media platforms and how to use them effectively to engage with people 	<ul style="list-style-type: none"> • Knowledge of social activities, existing services and teams within Doncaster localities would be an advantage for this post • In depth knowledge of Microsoft Office 365 and Microsoft office programmes 	Application form Interview
VALUES	<ul style="list-style-type: none"> • Have a person-centred approach • Champion our vision, mission and values • Work in a manner that promotes an effective, open and honest culture throughout the organisation 		Application form Interview
ANY ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Able to travel across the City of Doncaster using your own transport 		Application form Interview

	<ul style="list-style-type: none">• A flexible approach to working hours and sharing skills to support colleagues across the organisation		
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Please Note: Applicants will only be short-listed from the details on your application form if you demonstrate on it that you meet the essential criteria. If anything in the job description or person specification presents a problem or barrier to you because of a disability, please tell us in your application, as we are committed to making reasonable adjustments to the job wherever possible and it is important to know your needs in order to do so.