

PERSON SPECIFICATION

POST: Active Lifestyles Assistant Referral Officer

GRADE: 2

ESSENTIAL REQUIREMENTS	Assessment Criteria
Skills	
a) Demonstrate the ability to communicate effectively, sensitively and appropriately in a helpful and positive manner with users of the service and health professionals.	I / AF
b) Demonstrate the ability to communicate effectively at all levels in order to develop relationships.	I / AF
c) Demonstrate the ability to work under own initiative or as part as a team and to be self motivated and to motivate others.	I /AF
d) Be able to manage a busy workload and prioritise tasks.	I / AF
e) Evidence of administrative and organisational skills.	I / AF
Knowledge	
a) Knowledge of excel, MIS and assess data base systems.	I / AF
Experience	
a) Experience of databases, data base inputting, monitoring and evaluation.	AF
Other	
a) Demonstrate ability to travel to various locations / venues as required to undertake the duties of the post (where appropriate).	AF
b) To work flexible working hours, determined by business activity.	I / AF

NOTE TO APPLICANTS:

DESIRABLE REQUIREMENTS	Assessment Criteria
Skills	
a) Demonstrate a willingness to learn and take opportunities for personal development.	I / AF
b) Demonstrate an interest in promoting well being and the importance of physical activity.	I / AF
c) Presentation skills.	I / AF
Knowledge	
a) Knowledge and understanding of customer confidentiality and data protection.	I / AF
b) Awareness and understanding of long term health conditions.	I / AF
c) Knowledge of health inequalities.	
Experience	
a) Experience of working or involvement with people with long term health conditions.	I / AF
Qualifications	
a) Customer care plus IT related qualification	I / AF
SCL Behaviours	
<ul style="list-style-type: none"> • Professional • Respectful • Knowledgeable • Passionate • Solutions Driven 	

Please try and show in your application whether or not you meet these requirements.

KEY:

I = Interview, AF = Application Form