

Green Social Prescribing Project Officer Person Specification

Essential		Desirable	
Experience & Knowledge			
Good knowledge of the voluntary, community and social enterprise sector – its characteristics and principles	I	Knowledge of quality assurance systems relevant to voluntary groups	A
Recent experience of identifying the developmental needs of voluntary organisations and helping them reach identified goals	A I T	At least two years' recent experience of working in or with the voluntary sector	A
Practical experience and knowledge of key areas of group development support including business planning, legal structures, organisational policies and procedures, management and governance and funding advice	A T	Experience of recruiting and supervising volunteers	A
An understanding of the issues and difficulties facing local voluntary groups	A I	Experience of producing training materials and delivering training to a broad range of audiences.	A
Knowledge of the barriers and challenges to partnership working and experience of building and maintaining working partnerships with voluntary and community groups	A I	Awareness of social prescribing	A I
Experience of researching and evaluating complex information, translating into plain English to a variety of formats for a range of audiences	A I T		
An understanding of equality and diversity and its importance in the voluntary and community sector	A I		
Experience of working with disadvantaged groups and an awareness of issues in relation to engaging with them	A I		
Experience of identifying and solving problems	I T		
Experience of developing and implementing project monitoring systems	A I		

Skills and abilities			
Ability to communicate complex information and advice effectively, both verbally and written, to a wide range of audiences	I T		
Be open to a range of opinions, beliefs and attitudes within an equality/diversity framework	I		
Ability to enable others to identify and achieve their own goals	I		
Excellent interpersonal skills with the ability to develop positive and productive working relationships with a range of people	I		
Ability to work under pressure, prioritise and meet deadlines	I		
Ability to work on own initiative as well as flexibly, sensitively and co-operatively within a team and with external partners	I		
Good ICT skills, including Microsoft Outlook, Word and Excel	T		

Demonstrable by A = Application / I = Interview / T = Test