

Barnsley Independent Alzheimer's and Dementia Support

Person specification – Activity Coordinator

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> No specific qualifications required 		
Knowledge and understanding		
<ul style="list-style-type: none"> A good understanding of the needs of and challenges facing people with dementia and their carers 	√	
<ul style="list-style-type: none"> Broad understanding of health and social care services available to support carers and people with dementia 		√
Skills		
<ul style="list-style-type: none"> Good organisational and time management skills 	√	
<ul style="list-style-type: none"> Good IT skills, including proficiency in using MS Office 	√	
<ul style="list-style-type: none"> Excellent written and verbal communication skills at all levels 	√	
<ul style="list-style-type: none"> Ability to record information as required and produce clear, concise and accurate reports for a variety of target audiences 	√	
<ul style="list-style-type: none"> Interpersonal and networking skills to build relationships and partnerships 	√	
Experience		
<ul style="list-style-type: none"> Experience of working with volunteers 		√
<ul style="list-style-type: none"> Experience of working with people with dementia and their carers 		√
Personal Attributes		
<ul style="list-style-type: none"> Ability to demonstrate a commitment to equal opportunities/non-discriminatory work practices through personal and professional conduct 	√	
<ul style="list-style-type: none"> Works well as part of a team, as well as on own initiative 	√	
<ul style="list-style-type: none"> Flexible and creative approach to work 	√	
<ul style="list-style-type: none"> Willingness to learn and develop professionally 	√	
Other		
<ul style="list-style-type: none"> Ability to undertake travel in connection with the duties of the post 	√	

• Ability to work evenings/weekends as required and to go on the five day holidays twice a year	√	
• Must be eligible to work in the United Kingdom	√	