

**Person Specification – Dementia Project Coordinator**

	<b>Essential unless stated</b>
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of current and developing health and social care policy agenda</li> <li>• An understanding of the needs of South Gloucestershire communities in relation to the part they can play in the establishment of an Alliance</li> <li>• An understanding of the needs of people living with dementia and their carers</li> <li>• Understanding and experience of community development</li> <li>• Experience of working with people living with dementia and their carers</li> <li>• Understanding of the support services for people living with dementia</li> <li>• Understanding and experience of how to set up community groups</li> </ul>
<b>Job Related Skills</b>	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Excellent marketing and negotiating skills and experience of influencing others from a cross section of the community</li> <li>• Asset based community development</li> <li>• Excellent report writing skills and experience of seeking and attaining funding</li> <li>• Good time management skills</li> <li>• Public speaking, presentations, meeting facilitation, including virtual</li> </ul>
<b>Personal Skills &amp; values</b>	<ul style="list-style-type: none"> <li>• Ability to manage change and problem solve</li> <li>• Able to plan, prioritise and deliver to tight timescales</li> <li>• Able to demonstrate a consistent method of working with others and to operate with confidence and integrity, valuing equality and diversity</li> <li>• Willingness to travel within the defined geographical area</li> <li>• Ability to work on own and as part of a team</li> <li>• Willing to be flexible and work Mondays and Wednesdays</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Readiness to work evenings and weekends if necessary</li> </ul>

**Last updated:** April 2024

**Date of next review:** April 2025