



ASSISTANT ENGAGEMENT OFFICER - PERSON SPECIFICATION

Education and Qualifications

- Good standard of general education and a good standard of written and spoken English
- Level 2 qualification (NVQ, BTEC, GCSEs) or equivalent experience in community engagement, research and development

Knowledge

- Knowledge of community engagement and involvement methods.
- An understanding of health inequalities and the barriers to accessing services.

Skills and Abilities

- Excellent interpersonal and communication skills with the ability to connect with people from a range of backgrounds through a breadth of channels, including social media platforms.
- Ability to develop and manage relationships with a wide and diverse range of people/organisations.
- Ability to negotiate and influence.
- Ability to work as a member of a team
- Ability to plan, schedule and undertake tasks in the delivery of a project, and write and present evidence-based reports
- Ability to find out, understand and communicate health and social care information to others
- Demonstrable skills and ability in delivering presentations to a range of audiences
- Ability to cope with a variety of challenging situations in a calm, professional and sensitive manner
- Competent and confident IT skills including Windows operating system and Microsoft Office packages.
- Ability to meet the administrative requirements of the role.

Experience

- Experience of engaging with people from diverse backgrounds as individuals or in community groups, to listen and learn of their experiences
- Experience of using Microsoft Office including PowerPoint, social media platforms
- Experience of working in a team
- Experience of drafting written material including newsletters, reports and presentations.

Core Qualities

- A commitment to challenging inequalities and improving services for all communities, with a focus on those living with health inequalities
- An inclusive team worker who fosters partnerships, works collaboratively and achieves results through others
- Flexible, self-motivated, keen to learn and a positive attitude towards new challenges.
- Ability to work on own initiative

Other

- Ability to travel to community-based meetings and events throughout Worcestershire
- Willingness to undertake some evening and weekend working

Desirable

- Experience of using the design platform Canva