

## **SANDWELL ADVOCACY**

### **PERSON SPECIFICATION**

#### **Health and Wellbeing Officer (Caring for Carers)**

##### **ESSENTIAL:**

- Previous experience in a similar role.
- A knowledge and experience of the needs of adult carers
- A knowledge and experience of bereavement and its impact on carers
- Experience and understanding of issues relating to the particular health and social care needs of older people who may have become marginalised and socially excluded.
- Ability to communicate confidently, effectively and compassionately
- Ability to develop an effective engagement and promotions strategy in line with the requirements of the project.
- Ability to work on one's own initiative and as a member of a team.
- Ability to organise your own workload effectively and work to deadlines.
- Use support and supervision effectively.
- High standards of written communication, grammar and spelling.
- Computer literate with strong working knowledge of Microsoft windows-based programmes.
- Demonstrate ability to effectively promote and raise awareness of issues affecting carers and the work of the Caring for Carers Wellbeing and Bereavement service within a range of health and social care settings, utilising effective communication methods appropriate for each situation.
- Demonstrate a commitment and understanding of equality of opportunity and an ability to work in a non-judgemental, enabling way.
- Self-motivated and able to work on own initiative, organising and planning tasks,
- Ability to maintain positive relationships within the team, offering support to others and contributing to overall effectiveness of the outcomes of the service.

- Ability to maintain and respect confidentiality.
- Ability to undertake appropriate training in relation to the post and the needs of the organisation.
- Ability to travel locally, regionally to attend home visits, community events, conferences and training days.
- Experience of report writing, completing case studies and information and provision of monitoring information for funders.
- A knowledge and understanding of procedures around safeguarding and protection of vulnerable adults.
- Have evidence of the right to live and work in the UK

**DESIRABLE:**

- To hold a current full driving licence and have access to a car.
- Good standard of education.
- A commitment to user engagement.