



PERSON SPECIFICATION

Reading Rooms Project Officer Belfast

The successful candidate must demonstrate the following:

ESSENTIAL	DESIRABLE
Aptitude/Abilities/skills	Aptitude/Abilities/Skills
<p>Effective written and oral communication skills.</p> <p>Access to transport so as to enable the full range of duties of the post to be undertaken.</p> <p>Ability to manage and control a budget.</p> <p>Experience of delivering a community based health and social wellbeing initiative.</p> <p>Experience of working with at risk young people and older people to deliver a programme of personal development and engagement.</p>	<p>Experience in leading a team over various locations and sites.</p> <p>Group work and facilitation skills.</p> <p>Developed administrative skills</p> <p>Ability to carry out risk assessments and put in place best practice.</p> <p>Ability to motivate, inspire and influence various service users from youth and older people sector.</p> <p>Able to work on initiative and manage time effectively.</p>
Knowledge and Understanding	Knowledge and Understanding
<p>Knowledge in working with volunteers and managing a volunteer framework.</p> <p>Knowledge of volunteering best practices.</p> <p>Knowledge of statutory community and voluntary based organisations working with older people and young people.</p>	<p>Knowledge in training and development and delivery of training in facilitation and leadership skills.</p> <p>Knowledge of literature, books and reading.</p> <p>Understanding of the issues affecting marginalised groups in relation to health and wellbeing, knowledge of current legislation relating to young people and older people.</p>
Attitudes/Personal Characteristics	Attitudes/Personal Characteristics
<p>Flexibility in working hours.</p> <p>Ability to work as part of a team.</p> <p>Ability to represent the organisation in public.</p> <p>Ability to maintain confidentiality.</p>	<p>Ability to demonstrate creative problem solving.</p>