

PERSON SPECIFICATION

Department : Community Wellbeing

Job Title : Wellbeing Information Officer
(Maternity Cover up to 12 months)

Prepared by : Joy Bradbury-Ball, Senior Wellbeing Partnerships Officer

Date : November 2020

ESSENTIAL	DESIRABLE	MEANS OF TESTING e.g. Application Form, Presentation etc.
<p>Education</p> <ul style="list-style-type: none"> ◆ Educated to GCSE level standard or equivalent including English and Maths at grade C or above 		Application Form
<p>Experience</p> <ul style="list-style-type: none"> ◆ Handling complex telephone enquiries from clients ◆ Signposting callers to other services ◆ Preparing and updating website pages ◆ Coordinating information resources, eg leaflets ◆ Administrative support eg ordering stationery supplies ◆ Minuting meetings 	<ul style="list-style-type: none"> ● Working in a health, wellbeing and/or public sector environment ◆ Working directly with members of the public ◆ Administering complex information eg grant funds 	Application Form/Interview
<p>Abilities</p> <ul style="list-style-type: none"> ◆ Advanced skills in Microsoft Word ◆ Proficient in use of other IT packages including Microsoft Excel and Outlook ◆ Creative with web page design ◆ Excellent communication skills, both written and oral 	<ul style="list-style-type: none"> ◆ Understanding of issues relating to deprived areas ◆ Understanding or ability to learn about the wellbeing and health agenda 	Application Form/Interview
<p>Motivation</p> <ul style="list-style-type: none"> ● Enthusiasm for the promotion of wellbeing ● Enthusiasm for helping vulnerable individuals ● Keen to work in and support a busy team 	<ul style="list-style-type: none"> ● Willing to accept new challenges ● To manage self and own work but as part of a wider a team 	Application form/Interview

ESSENTIAL	DESIRABLE	MEANS OF TESTING e.g. Application Form, Presentation etc.
Personality <ul style="list-style-type: none"> • Self-motivated • Team player • Confident • Flexible 	<ul style="list-style-type: none"> • To be innovative and creative 	Interview
Circumstances <ul style="list-style-type: none"> ♦ 	<ul style="list-style-type: none"> • Full driving licence • Car owner 	Application form/Interview
Other		
Health and Safety <ul style="list-style-type: none"> ♦ Does this post involve working with VDUs? ♦ Any manual handling involved? ♦ Any other H&S issues to be considered? 	<p>Yes</p> <p>Occasional</p>	

PLEASE NOTE: If nothing is stated under “Essential” or “Desirable”, there are no specific requirements within that relevant criterion.

November 2020