

Person Specification

Healthwatch Gloucestershire - Engagement Officer

The culture at The Care Forum is one of flexibility, friendliness and understanding towards stake holders and each other, with a focus on achieving outcomes, amplifying voices and tackling inequality.

| Experience | |
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| At least two years' experience of working in or with the health and social care voluntary sector | Essential |
| Experience of community development and outreach work | Essential |
| Negotiating and working in partnership with statutory agencies and in a multi-agency setting | Essential |
| Experience of planning, organising, publicising and facilitating meetings, conferences and workshops | Essential |
| Experience of producing online marketing, newsletters, e-bulletins and briefing papers. | Essential |
| Working in an empowering and empathetic way with people who need support, such as with people with learning impairments and children and young people | Essential |
| Developing and monitoring services | Essential |
| Skills and Knowledge | |
| Excellent IT skills to support a wide range of office-based tasks including word processing, production of publicity and training materials, email, internet and social media, database entry and retrieval | Essential |
| A high level of organisational, planning and prioritisation | Essential |
| Excellent listening skills, verbal and written communication skills, including sourcing, writing, producing and designing written and electronic material | Essential |
| Ability to represent the organisation on a local, sub regional or regional basis | Essential |
| Building and sustaining strong working relationships with volunteers, clients, referral agencies and other organisations | Essential |
| Working as part of a team, on own initiative, within service boundaries, and ensuring that volunteers do this as well. | Essential |
| Understanding and experience of the support needs of an individual involved in consultation and feedback mechanisms | Essential |
| Educated to a degree level | Desirable |
| Trained in community development | Desirable |
| Personal Qualities | |
| A drive to challenge health inequalities | Essential |
| Ability to work in an empathetic and supportive way with people that inspires and motivates people | Essential |

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| A solution focussed approach | Essential |
| Commitment to equality and diversity and to providing accessible communications and opportunities to engage Self-organiser | Essential |
| Access to a vehicle / transport and or ability to travel regionally | Essential |