



## PERSON SPECIFICATION

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### Skills, Knowledge and Experience

#### Essential

##### Experience:

- A proven track record in partnership working, preferably within health, social care or the voluntary sector.
- Able to demonstrate experience of successfully strengthening social enterprises and voluntary/community groups.
- A proven track record of partnership working to achieve community regeneration objectives.
- Have proven experience in project/programme management, including budgets and output/outcome monitoring.
- Proven ability to support and assist groups in accessing funding or investment and an understanding of eligibility and quality assurance associated with accessing investment.

##### Detailed knowledge of:

- The regeneration issues facing coalfields communities. You should be fully aware of current regeneration policy and funding regimes and how these are delivered at regional and local levels in Welsh coalfield areas.
- Health and wellbeing services and/or the challenges faced by individuals living with cancer.

##### Skills:

- A detailed understanding of project design and costing, including judgement of projected costs, outputs, milestones and the ability to check implementation plans are viable and whether an applicant has the capacity to deliver the plan.
- Excellent written and verbal communication skills as well as experience in making presentations to groups of different sizes and backgrounds, using a variety of methods (including online). Confident and competent in producing reports.
- Strong interpersonal and relationship building skills.

##### Competencies:

- An ability to work effectively on your own, maintaining a high level of commitment through self-motivation and organising time systematically and efficiently.
- Competent in Microsoft Office and Microsoft Teams and the ability to collect, analyse and manipulate data accurately.
- Proficiency in using databases and IT systems for record keeping and reporting.
- A full driving licence and access to a reliable vehicle or be able to efficiently travel for course of your duties, across the UK. The role will involve travel across the designated health board area to attend meetings and events.
- An ability to work flexibly as a part of a highly professional team in order to meet workload demands, including occasionally working outside of normal working hours



### **Desirable**

- Ability to communicate through the medium of Welsh.
- Experience of line management including monitoring performance, setting and reviewing annual objectives.
- Experience of managing digital communication channels including Facebook, Twitter, LinkedIn and YouTube.
  
- Experience working with disadvantaged communities or in a similar socio-economic context.
- Familiarity with referral pathways in health and social care.
- Knowledge of local services and resources within the designated Health Board area.
- Previous experience in community engagement or outreach roles.
- Understanding of confidentiality and safeguarding within the voluntary sector.

***Please note the Trust is committed to safeguarding and promoting the welfare of all individuals; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children/young people and adults at risk. This role is subject to a satisfactory enhanced DBS check.***