

Person Specification

Befriending Project Officer



	Essential	Desirable	Verification Method I = Interview A = Application Form
Education & Training			
Relevant vocational qualification to level 3 or equivalent (Health & Social Care/Health Trainer etc)		•	A
Knowledge of Equality & Diversity agenda/ legislation/DDA	•		A & I
Skills/Competencies			
Excellent communication and interpersonal skills	•		A & I
Ability to disseminate information in an user friendly format	•		A & I
Ability to act upon own initiative and respond to changing situations	•		A & I
Good organisational and time management skills	•		A & I
Ability to communicate using a number of tools/platforms		•	A & I
Experience			
Experience of working with or supporting people in a community setting in County Durham	•		A & I
Experience of preparing individual action / support plans	•		A & I
Experience of supporting volunteers		•	A & I
Experience of assisting to evaluate services and capture information in relation to client outcomes		•	A & I
Experience of using referral pathways to signposting	•		A & I
Knowledge			
An understanding of the factors affecting health and wellbeing	•		A & I
Knowledge of health and lifestyle issues across County Durham	•		A & I
Knowledge of the communities of County Durham	•		A & I
Personal Qualities			
Ability to independently travel across County Durham	•		A
Flexibility and ability to work outside normal hours when required	•		A

Team player	•		A & I
Sympathetic, pleasant manner with the ability to negotiate changes with a wide range people and at all levels whilst actively promoting the 5 ways to wellbeing.	•		I
Ability to work with people from a range of backgrounds and handle information sensitively	•		A & I