

### ESSENTIAL:

#### Experience:

Direct experience of:

- Organising events and/or facilitating groups
- Administration

#### Skills & Attributes:

- Excellent interpersonal and communication skills (written, face to face and telephone)
- Confidence in relating to people at a range of levels
- Presentation skills
- Ability to represent the organisation at all levels
- Ability to source and book facilitators and supervise volunteers
- Good organisational skills and the ability to prioritise
- Ability to work on own initiative and be resourceful when out of the office
- Self-servicing with good standard of IT literacy, including familiarity with and ability to use Microsoft Office (Word, Excel, etc...)
- Clean driving licence and car owner

#### Values & Attitudes:

- Self-motivation and enthusiasm for running community groups
- Friendly and outgoing personality
- Sense of humour
- Sensitive to the needs of others especially people with dementia and their carers
- Commitment to furthering the interests of people with dementia and their carers
- Commitment to equal opportunities
- Enthusiasm for working in the voluntary sector
- Reliable, responsible, resourceful and flexible

### DESIRABLE:

#### Experience:

- Working with people with dementia and their carers
- Managing volunteers
- Facilitating a group
- Working in the voluntary sector
- Working in an office environment