

PERSON SPECIFICATION



JOB TITLE: Good Neighbour Scheme Manager

ESSENTIAL

- Excellent verbal and written communication skills
- Experience of recruiting
- Experience of working with and developing a team of volunteers
- Good knowledge of social media platforms
- Ability to use a person-centered approach.
- Ability to work on your own or within a team.
- Ability to plan and prioritise your own workload.
- Flexible approach to work and a can-do attitude
- Ability to use your own initiative and seek solutions to issues.
- Ability to keep accurate and concise records.
- Drivers license and access to a car.
- Commitment to confidentiality, equality and diversity, equal opportunities and safeguarding policies, with a positive attitude to ageing.
- Commitment to the aims of Age Connects Cardiff and the Vale.

DESIRABLE

- Previous experience in a similar role
- IT literate with experience of using MS Office, databases, Zoom and Teams
- Experience of using 'Volunteero' an online platform with voluntary and statutory agencies
- Previous experience of developing and delivering a recruitment campaign
- Experience of communicating and liaising with voluntary and statutory agencies.
- Experience of producing case studies
- Ability to communicate in Welsh.

REMUNERATION

- Salary - £22,790 rising to £24,380 after a year of satisfactory performance
- Annual leave - 27 days plus bank holidays pro-rated to hours worked.
- Tenure - Permanent
- Location - Hybrid - Home based with a minimum of two days in the Barry Office
- Working hours - 35 hours

APPLICATION PROCESS

Closing date: 5:00pm 19th April 2024

First interview via Zoom: Week commencing 29th April 2024

Second interview in person: TBC

Successful candidate will be required to pass an enhanced DBS check

Age Connects Cardiff and the Vale is an equal opportunities employer.