

PERSON SPECIFICATION - PROJECT CATALYST COORDINATOR

Qualifications & Training	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Educated to GCSE level OR equivalent relevant vocational training
	<p>Desirable Criteria</p> <ul style="list-style-type: none"> • Advice and Guidance qualification, Level 3 or above • A health, social care, counselling or other relevant professional or academic qualification. • Making Every Contact Count trained
Experience	<p>Essential Criteria</p> <ul style="list-style-type: none"> • One year's relevant wellbeing experience (paid or voluntary). • Experience of providing empowering support to adults in a planned and structured way to improve well-being. • Experience of working with volunteers or of volunteering
	<p>Desirable Criteria</p> <ul style="list-style-type: none"> • Two years relevant experience. • Experience of collating information and data on community resources and organising these in up-to-date and accessible formats for a range of different clients from various communities.
Knowledge	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Good understanding of mental health provision and resources, locally and nationally. • Comprehensive understanding of the impact of mental ill health. • Understanding of the importance of a holistic assessment and approach.
	<p>Desirable Criteria</p> <ul style="list-style-type: none"> • Knowledge or experience of strength based and or motivational interviewing interventions. • Understanding of the relationship between statutory and voluntary organisations
Skills	<p>Essential Criteria</p> <ul style="list-style-type: none"> • A confident and professional approach to working with a variety of stakeholders. • An independent worker who can organise and prioritise own work. • Good social skills in formal and informal settings, maintaining ethical and organisational norms. • Can read and understand professional journals, reports and regulations. • Writes clearly and persuasively. • Presents information effectively (informative, interesting and persuasive) to audiences ranging from senior management to news media or local community groups. • Can solve practical problems.

	<ul style="list-style-type: none"> • Proficient in use of Word, email and browsing the internet. • Can influence and motivate people. • Comfortable and competent in using online meeting platforms. <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Proficient in use of Charity Log or equivalent CRM system. • Proficient in Excel, Publisher, PowerPoint and/or Access.
<p>Aptitude & characteristics</p>	<p>Essential criteria</p> <ul style="list-style-type: none"> • Passionate about empowering people to improve their wellbeing. • Determined to find solutions to challenges that can arise, maintaining motivation and focus. • Demonstrates a 'can do' approach to manage multiple work streams, including client support simultaneously. • Willingness to act in a manner that supports team working. • Has a commitment to equal opportunities.