

## Person Specification

Post: Engagement and Involvement Manager.  
Office Base: Milford, Derbyshire.

Job Criteria	Essential
QUALIFICATIONS	<p>GCSE in English and Mathematics or equivalent qualification.</p> <p>Evidence of study at a Further and/or Higher Education Qualification, e.g. A Levels, Degree, in a relevant subject.</p>
EMPLOYMENT HISTORY	<p>Relevant previous or current employment.</p>
JOB/TECHNICAL KNOWLEDGE SKILLS	<p>Knowledge and experience of working in the local health and/or social care system.</p> <p>Experience of managing, supporting and leading staff.</p> <p>Experience of project management.</p> <p>Experience of writing reports.</p> <p>Experience of implementing safeguarding procedures to protect vulnerable adults, children and young people.</p> <p>Experience of working across organisational boundaries to develop and maintain effective relationships.</p> <p>Good written and verbal communication skills</p> <p>Knowledge of effective public and patient engagement/involvement principles.</p>
ADMINISTRATION AND ORGANISATION SKILLS	<p>Highly organised, with attention to detail and accuracy.</p> <p>Ability to work under pressure and efficiently prioritise competing demands effectively and autonomously to ensure delivery within required timescales.</p> <p>Ability to critically evaluate the quality of projects.</p>

	<p>Ability to work with others to find ways of solving and pre-empting problems.</p> <p>Confident, assertive and able to contribute to meetings with senior professionals effectively.</p> <p>Highly numerate and well developed analytical skills.</p> <p>Highly motivated, with the ability to work independently, unsupervised, and using own initiative.</p> <p>Work as part of a team supporting colleagues.</p> <p>Excellent knowledge of MS Office.</p>
<p>CHARACTER, STYLE, PHYSICAL ISSUES, ATTITUDE</p>	<p>Be non-judgemental and show consideration, sensitivity and respect to all, irrespective of background, culture, age, gender or presenting issues.</p> <p>Be observant, open minded, and objective.</p> <p>Be approachable and caring.</p>
<p>OTHER REQUIREMENTS</p>	<p>Ability to work flexibly, including some evenings and weekends as required.</p> <p>Full UK Driving Licence and use of a car.</p> <p>Willingness to access training opportunities.</p>