

## PERSON SPECIFICATION

**Department** : Wellbeing, Services

**Job Title** : Wellbeing Adviser

**Prepared by** : Partnership Manager **Date** : January 2018

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF TESTING</b> e.g. Application Form, Presentation etc.
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>◆ Educated to GCSE level standard or equivalent including English and Maths at grade C or above.</li> <li>◆ Qualification in motivational interviewing, or equivalent transferable skill</li> </ul>	<ul style="list-style-type: none"> <li>● Motivational Interviewing Level 2 (intermediate)</li> <li>● Weight management training</li> <li>● Basic Nutrition training</li> </ul>	<p>Application form/Certificates</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>◆ Delivering motivational interviewing and/or brief interventions, or equivalent experience</li> <li>● Working with vulnerable people.</li> <li>● Delivering lifestyle advice (or similar) in either one to one and / or group settings</li> </ul>	<ul style="list-style-type: none"> <li>● Working in a health or wellbeing, or public sector environment</li> <li>● Working with people with learning disabilities or mental ill health</li> <li>● Experience of training others/passing on skills</li> <li>● Using social media</li> <li>● Understanding of adult safeguarding.</li> </ul>	<p>Application Form/Interview/Test</p>
<p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>◆ Active listening skills</li> <li>◆ Communication: targeting delivery to a range of audiences with different levels of understanding</li> <li>◆ Creativity</li> <li>◆ Presentation skills</li> <li>◆ Administration skills including well organised and effective time management</li> <li>◆ Ability to work as part of a team.</li> <li>◆ Proficient in use of IT including databases, Microsoft Word, Excel and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>● An understanding of issues relating to deprived areas, including inequality and diversity.</li> <li>● An understanding of issues related to disadvantaged groups e.g. people with mental health issues, carers, people learning disabilities.</li> <li>●</li> </ul>	<p>Application Form/Interview/Test</p>

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF TESTING</b> e.g. Application Form, Presentation etc.
<b>Motivation</b> <ul style="list-style-type: none"> <li>• Enthusiasm for the promotion of wellbeing in individuals of all ages</li> <li>• Self motivated and able to work on own initiative</li> <li>• Able to work under pressure to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to accept new challenges</li> <li>• Customer-oriented</li> </ul>	Application Form/ Interview/Test
<b>Personality</b> <ul style="list-style-type: none"> <li>♦ Ability to empathise with the needs of others</li> </ul>		Application Form/ Interview/Test
<b>Circumstances</b> <ul style="list-style-type: none"> <li>♦ Willing and able to work regular evenings and occasional weekends (with time off in lieu) when required</li> <li>♦ Lone working will be required in locations across the district</li> <li>♦ Willing to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving Licence</li> <li>• Car owner</li> </ul>	Application Form/Interview
<b>Other</b>		
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>♦ Does this post involve working with VDUs?</li> <li>♦ Any manual handling involved?</li> <li>♦ Any other H&amp;S issues to be considered?</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Lone working</p>	

**PLEASE NOTE :** If nothing is stated under “Essential” or “Desirable”, there are no specific requirements within that relevant criterion.

January 2018