

**NHS Lothian**

**Post: Project Support Officer**

**PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes		A/I
Qualifications and Training	Appropriate experience in a related role Evidence of recent continuous professional development		A/C/I
Experience and Knowledge	A working knowledge of best practice in volunteer management A working knowledge of supporting carers or individuals accessing or in need of health and social care support. Demonstrable knowledge of current and emerging issues in volunteering, voluntary sector and Health and Social Care. Experience of working with and managing volunteers.	Experience of supporting volunteers who are lone working and/or providing emotional support. Experience of supporting/working with individuals experiencing social isolation, carers or those health physical or mental health difficulties	A/I
Skills and/or Abilities	Highly organised with the ability to prioritise and work accurately under pressure to meet deadlines. Experience of working with colleagues to identify volunteering opportunities and developing plans to fulfil them. Computer skills	Experience designing resources, with a high proficiency in Microsoft Office programmes (Word, Excel, PowerPoint, Outlook), internet browsers and web-based systems, databases and social media platforms.	A/I/P
Specific Job Requirements	Able to build collaborative working relationships with colleagues, volunteers and clients to deliver positive outcomes		A/I

**Key – how assessed**

A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References