



## Person Specification

**Job Title: Senior Community Health Coordinator**

	Essential	Desirable
<b>Qualifications:</b>		
Educated to GCSE standard, including English & Maths	X	
Educated to A level or equivalent		X
First Aid Certificate		X
<b>Experience</b>		
Administration experience within an organisation	X	
Experience in coordinating services or teams.	X	
Experience in using office admin systems and IT systems	X	
Experienced in developing, planning, implementation and evaluation of successful projects and/or events	X	
Experience of using SystemOne		X
<b>Knowledge</b>		
An understanding of the role of Hive Portsmouth within the city		X
A good understanding of the VCSE and the issues important to the sector		X
An awareness of the pressures facing health and care services	X	
An understanding of good practise in record keeping and data protection within organisations	X	
A thorough knowledge of effective safeguarding practise	X	
<b>Skills</b>		
The ability to act with discretion, maintain high standards of integrity and behaviour and respecting confidentiality.	X	
A confident and tenacious individual who will seek solutions to emerging issues to maintain partnerships and seek out appropriate opportunities for the project to succeed.	X	
The ability to manage conflicting priorities and diverse workload.	X	

Excellent interpersonal skills with the ability to establish positive professional relationships and strong partnership working across multiple statutory and voluntary services.	X	
Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets and achieve results	X	
Excellent verbal and written communication skills	X	
The ability to analyse, interpret and apply data in planning and performance measurement.		X
Proficient in IT and online systems, including Microsoft Office SharePoint, and Microsoft Teams	X	
<b>Values</b>		
A strong commitment to our charitable objects.	X	
A highly professional attitude and work ethic.	X	
A flexible and adaptable approach to work with sound judgment, honesty and integrity.	X	
A strong commitment to teamwork and delivering excellent customer service.	X	
A willingness to take on different responsibilities as the role develops.	X	

HIVE Portsmouth brings people together to build a happier, healthier and more connected city.

HIVE Portsmouth is a registered charity in England and Wales (1189067) and a company limited by guarantee registered in England and Wales (12064936)