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**44 High Street, Laurencekirk AB30 1BP**

**The Mearns and Coastal Healthy Living Network is a company registered in Scotland with company number 325854. Scottish Charity number SCO38980.**

**Person Specification**

**Knowledge, skills and abilities**

**Essential**

Experience in organising, facilitating and leading groups.

Experience of working as/with volunteers.

Excellent communication skills, written and verbal.

Excellent interpersonal skills, able to engage with a diverse range of people and stakeholders and form positive working relationships.

Able to work on own and as part of a team.

Ability to manage own workload with good organisational skills.

Planning skills, ability to develop work plans, set realistic goals and deliver priorities.

Good IT skills and knowledge, including use of emails and Microsoft packages.

**Desirable**

Experience of working with people living with dementia.

Experience of organising and facilitating consultation and engagement events.

Experience of volunteer support and management.

Ability to collaborate with a range of partners.

**Other Requirements**

Prepared to attend occasional meetings and events out with office hours, including evenings and weekends.

Access to own car and ability to travel across Kincardine and Mearns.