

Scottish Older People's Assembly (SOPA)
SOPA Age-friendly Community Project Coordinator

Person Specification

Attributes	Essential	Desirable
Qualifications	<ol style="list-style-type: none">1. Educated to degree level or equivalent	<ol style="list-style-type: none">1. Driver's licence and access to car2. Project management qualification3. Undergone safeguarding training4. Degree in Social Sciences / Business
Proven Experience	<ol style="list-style-type: none">2. Experience of working with Scottish local authorities and or Public Sector3. Understanding of current policy frameworks in Scotland for older people4. A person-centred approach5. Experience in presenting to Stakeholders6. Experience in creating and delivering communications including online (blogs, social media, webinars etc) and offline resources7. Experience in building relationships with stakeholders	<ol style="list-style-type: none">1. Experience of working in older people services

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Eric Liddell Centre, 15 Morningside Road, Edinburgh, EH10 4DP

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	8. Experience of project plan working and delivery of set goals.	
Knowledge, Skills and Abilities	<ol style="list-style-type: none"> 1. Proven written and verbal communication skills 2. Strategic thinking and ability to spot and assess 'good practice' and opportunities for connection and impact 3. Excellent organisational skills and ability to prioritise multiple tasks 4. Understanding of older people issues 5. Knowledge of the issues, policies and legislation within Scotland affecting older people's needs 6. Good IT skills, especially as they relate to remote working. 7. Experience of facilitation and/or workshop and event management, including using online formats and tools 8. Experience of building and supporting a network, community of practice, learning group or similar 9. Experience of producing communication materials and presentations 10. A good working knowledge and understanding of GDPR 	<ol style="list-style-type: none"> 1. Project management experience 2. Proven financial skills in preparation of budgets

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Other Attributes	<ol style="list-style-type: none"> 1. Strong team player 2. Confident, tactful and diplomatic 3. Committed to working to achieve the charity's vision and working within the agreed values and code of conduct 4. Influencing skills 5. A demonstrable commitment to Equality, Diversity, and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis 6. Commitment and adherence to SOPA policies 7. Able and willing to travel across Scotland 	

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