



Monifieth Befrienders

☎ 01382 760142
✉ office@monifiethbefrienders.co.uk
www.monifiethbefriending.co.uk
The Health Centre, Victoria Street,
Monifieth, DD5 4LX

Monifieth Befrienders – Person Specification Intergenerational Coordinator

Essential Criteria:

1. Education and Qualifications:

- A Qualification in English at SQA Higher grade or equivalent
- A qualification in a relevant area (youth work, mental health, social work, education)
- Current UK driving licence and access to a car

2. Experience:

- Proven experience in working with young people preferably, although not necessarily, in a small organisation or charity setting.
- Experience of working in or with the voluntary sector
- Experience / knowledge of current social landscape
- Well-developed IT skills with experience in Word, PowerPoint and emailing

3. Skills and Abilities:

- Strong interpersonal skills and an ability to relate to/work with people of all ages, especially vulnerable groups Excellent problem-solving skills and the ability to work independently
- Good communication skills, both written and verbal
- Good organisational / management skills
- Ability to devise (in conjunction with IT co-ordinator if need be) and deliver presentations, training material for all age groups
- Ability to work in group settings with young people to deliver training
- Ability to support young people individually and in groups
- Ability to respond appropriately to problems which may arise
- Ability to manage time effectively and prioritise tasks



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4. Personal Attributes:

- Open, friendly personality
- Strong attention to detail and accuracy
- Non-judgmental
- A team player with a positive attitude and willingness to help others
- Open to new ideas and willing to try these out
- Commitment to the charity's mission and values

Desirable Criteria:

1. Experience:

- Previous experience working in the Third Sector

2. Skills and Abilities:

- Knowledge of data protection regulations and best practices
- Ability to think creatively about developing intergenerational work
- Ability to reflect critically and innovatively about own practice
- Willingness to contribute to the growth of the whole organisation

3. Personal Attributes:

- Good observer of the human condition and need
- Good rapport with people of all ages
- Enthusiasm for meeting new people
- Enthusiasm for learning new skills
- Ability to adapt to changing priorities and environments
- Ability to take minutes of team meetings
- Patience