

**Equality Action  
Accessing Health For All**

**PERSON SPECIFICATION**

**POST:** Project Officer

**Essential**

1. Excellent interpersonal skills including the ability to listen and influence
2. Good standard of spoken and written English
3. Good computer skills (typing reports, using the internet, completing online referral forms etc) including ability to use social media
4. Experience of working with statutory and voluntary agencies and community groups
5. Ability to engage and communicate with people from Black, Asian & Minority Ethnic (BAME) backgrounds (individuals and groups)
6. An understanding of the concerns and issues faced by BAME people
7. Ability to analyse a situation and communicate it clearly
8. Ability to research and gather information
9. Ability to organise and co-ordinate events and workshops and use imaginative ways to bring people from ethnic minority backgrounds together
10. Ability to use initiative and to work as part of a team
11. Awareness of and commitment to; human rights, equal opportunities, diversity and inclusion issues
12. Willingness to undertake relevant training
13. DBS checked or willingness to undertake one
14. Ability to travel within Leicester, Leicestershire & Rutland.

**Desirable**

1. At least 1 year's experience of working with people from different backgrounds
2. Ability to speak an Asian language (Gujarati, Hindi, Arabic, Urdu, or Bengali)
3. Some knowledge of other relevant organisations across the County