

MESMAC - Personal Specification - Local Services Coordinator – Leeds

- Below we have outlined the abilities, knowledge and experiences, which we believe the successful candidate for this post will be able to demonstrate and how we expect to assess this.
- In order to be shortlisted for interview you **must** demonstrate in your application form how you meet each of the following criteria explaining with examples how you think you can do this.
- Remember abilities, knowledge and experience can be gained in a variety of settings - for example life experience, paid or unpaid work, work in the home and educational settings. There is also space on the application form for you to tell us about any additional qualities, experience or skills you have which you feel are relevant.
- Think carefully about your experiences and how these may be transferable to this post.
- Remember that we can only assess you for interview based on information you present on your application form.
- Please include details in the work history section that match the specification below.
- We do not accept CV's or handwritten forms**
- Each section on the application form has a word limit which you must keep to
- Please do not use AI to complete the application form

	Application history	Application Questions	Interview	Presentation	Engagement Panel
At least two years' experience of working with people most at risk of acquiring HIV	x	x			
Show an understanding of the social and other issues that affect people most at risk of acquiring HIV		x		x	
Demonstrate experience and knowledge of working within a safeguarding Vulnerable Adults framework	x		x		
Demonstrate the methods you would use to work in a way that puts people most at risk of acquiring HIV at the centre of your work.			x		x
Evidence your experience and skills in planning and delivering training and group work to professionals and people most at risk of acquiring HIV.			x	x	x
Explain your understanding and commitment to equal opportunities and diversity.			x		
Ability to maintain boundaries between your personal and professional life including confidentiality.			x		
Show that you can source, understand and evaluate evidence to support decision making in project development.			x	x	x
Demonstrate you are competent with IT and able to use Microsoft office packages, email, internet and social media.	x	x			
Demonstrate how you have contributed to and overseen the efficient planning and delivery of work objectives and projects to targets and deadlines.	x		x		
Evidence effective partnership working with stakeholders, colleagues and other organisations while respecting and supporting others.			x		x
Evidence your experience and skills in managing, supervising and supporting paid staff and/or volunteers.			x		x
Demonstrate your understanding of managing budgets and evidence any experience you have.	x		x		
Demonstrate your experience of developing bids	x		x		

Exceptional punctuality & time-keeping	references
--	------------