Person Specification: Wellbeing Coordinator

The criteria below describe the qualifications, experience, knowledge, skills and personal qualities sought for this role, alongside a commitment to Crelake House's KIND values. Essential criteria are required for the role. Desirable criteria would be an advantage.

Qualifications and education

Requirement	Criteria
Relevant qualifications in activities, care, hospitality or food safety.	Desirable

Experience

Requirement	Criteria
Experience organising activities or events.	Desirable
Experience supporting older people or people living with dementia.	Desirable
Experience preparing or serving food.	Desirable

Knowledge and skills

Requirement	Criteria
Ability to communicate effectively in spoken and written English.	Essential
Ability to plan and organise activities for individuals and groups.	Essential
Ability to follow instructions and agreed procedures, including those relating to food preparation and service.	Essential
Able to recognise and report concerns about people's wellbeing or safety.	Essential
Ability to complete clear and accurate records with appropriate training and guidance	Essential
Knowledge of food hygiene, allergies and special diets.	Desirable

Personal attributes and qualities

Requirement	Criteria
Kind, patient and respectful of people's dignity, privacy and choices.	Essential
Friendly and genuinely interested in getting to know people.	Essential
Observant and responsive to the needs and wellbeing of others.	Essential
Imaginative, resourceful and willing to explore new ideas.	Essential
Organised and reliable.	Essential
Able to work well with others.	Essential
Respects confidentiality and professional boundaries.	Essential
Willing to learn, accept feedback and complete training.	Essential