**Shortlisting Score Form –**

**Community & Engagement Officer (Torbay)**

**\*\*Essential and desirable criterion are taken from the person specification\*\***

Score each criterion as follows, and add any notes as you wish.
0 = not met, 1 = partially met, 2 = fully met

**Essential**

|  |  |  |
| --- | --- | --- |
|  | **Score** | **Notes** |
| **Experience** |
| Experience of working with professionals and developing effective networks/working relationships |  |  |
| Experience of working with vulnerable adults and diverse communities  |  |  |
| Experience of undertaking research and engagement activity |  |  |
|  | **/6** |  |
| **Skills** |
| Ability to work on own initiative as well as to organise and prioritise own workload to meet job objectives. |  |  |
| Ability to work in different environments and deal with conflicting demands |  |  |
| Ability to work with a range of people and communities  |  |  |
| Excellent IT skills (including proficiency in Microsoft Office packages) |  |  |
| Excellent communication skills at all levels-both written and verbal |  |  |
| Excellent listening & interpersonal skillsExcellent problem solving skills, initiative and creative approach to working |  |  |
|  | **/12** |  |
| **Other** |
| Knowledge of the Torbay area  |  |  |
| Commitment to empowerment of individuals and choice |  |  |
| Willingness to act as a team player but motivated when working alone |  |  |
| Flexible and co-operative attitude to work routine and variety of tasks |  |  |
| Respect for confidentiality |  |  |
| Commitment to diversity and equal opportunities |  |  |
| Commitment to partnership working and service user involvement |  |  |
| Ability to travel around Torbay |  |  |
|  | **/16** |  |
| **Total (Essential)** | **/34** |  |

If any candidate meets all the essential criteria and has a disability, they must be shortlisted.

Desirable criteria only need to be considered if there are too many people who meet all the essential criteria.

**Desirable**

|  |  |  |
| --- | --- | --- |
|  | **Score** | **Notes** |
| **Experience** |
| Experience of Adult Social Care Services |  |  |
| Experience of working with people with a disability |  |  |
| Personal experience of disability or Deafness |  |  |
|  | **/6** |  |
| **Total (Desirable)** | **/6** |  |
| **Total (Essential)** | **/34** |  |
| **OVERALL Total** | **/40** |  |