Person Specifications:
Women and Ageing Training and Policy Coordinator

Essential
1. Experience and qualifications
   - Project management
   - Developing and delivering training
   - Providing peer support
   - Group facilitation
   - Report writing
   - Monitoring and evaluation

2. Skills and Abilities
   - Excellent understanding of gender issues and intersectionality in relation to HIV
   - Excellent analytical skills
   - Good IT skills
   - Excellent oral and written communication skills
   - Good numerical skills
   - Ability to organise conflicting priorities and work on own initiative.

3. Personal Qualities
   - HIV positive diagnosis for at least 2 years
   - Open about living with HIV
   - Accuracy/attention to detail
   - Tact and good people skills
   - Collaborative and a good team player
   - Problem-solving and ability to research information
   - Emotionally resilient
   - Willing to learn

4. Attitudes and Values
   - Commitment to the involvement of people living with HIV
   - Commitment to work collaboratively
   - Commitment to equal opportunities and ability to work with diverse people
   - Commitment to personal training and personal development
   - Understanding of confidentiality

Desirable
5. Experience
   - Conducting research
   - Advocacy and influencing policy
   - Working with and supporting the development of volunteers
   - Working collaboratively with the voluntary and community sector
   - Academic writing

6. Skills and Abilities
   - Research Skills
   - Knowledge of language(s) other than English