# Health Professional Officer Application Form

***NB: Please ensure you provide a full CV with your education and employment history to accompany this application form***

## About you

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| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Address:** |  |
| **Telephone:** |  |

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| **Why do you want the job? (200 words max)** |
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## Job specification

Please tell us how you meet each point of the person specification (up to 200 words per point)

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| Fluent in Welsh and English, both spoken and written, with excellent communication skills to engage clearly, logically, and appropriately with a wide range of audiences. |  |
| Proven ability to implement administrative systems effectively and efficiently, with experience of Microsoft Office suite, video conferencing platforms and using a CRM (Salesforce experience would be an advantage, but not essential.) |  |
| Experience or talent in cosmetic artistry or colour matching and an excellent eye for colour. |  |
| Proven ability to listen to and empathise with vulnerable clients in a professional manner whilst maintaining emotional resilience and personal boundaries. |  |
| Awareness of working with policies and procedure, in particular safeguarding and commitment to the safety and wellbeing of Changing Faces clients, staff and volunteers. |  |
| Excellent organisational skills and a systematic approach to work with the ability to prioritise between competing demands. |  |
| Excellent attention to detail and having the ability to maintain a high level of accuracy and attention to detail when working under pressure. |  |
| Experience of working well within a busy, team-focussed environment. |  |
| A flexible approach to work, willingness to learn and adapt, with a creative and proactive approach to identifying improvements to the SCS and the organisation’s procedures. |  |
| Understanding the need for confidentiality and the efficient and accurate filing of all client data. |  |
| Strong commitment to Changing Faces values, vision and purpose and to keeping the voices of people with visible differences at the heart of all work. |  |

## Additional information

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| **Please tell us any additional information about yourself which you would like us to know (500 words max)** |
|  |

*End*