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| **Person Specification** |

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and candidates lacking these attributes will not be considered for the post.

The points detailed under “Desirable” are additional attributes to enable the applicant to perform within the post more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal skills/characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
| **Experience** |  |  |  |
| Experience in community development or related field (paid or unpaid) | **** |  | AF / I / R |
| Experience in a related post and able to demonstrate competence to undertake the duties required | **** |  | AF / I / R |
| Experience of involvement with statutory/voluntary organisations in addressing community issues | **** |  | AF / I / R |
| Experience of assisting and working with individuals and groups to become involved in development of their communities | **** |  | AF / I / R |
| Experience of sourcing and organising training |  | **** | AF / I / R |
| **Qualifications and Training** |  |  |  |
| Good general standard of education | **** |  | AF / C |
| Relevant degree or equivalent professional qualification |  | **** | AF / C |
| Ability to demonstrate continuous improvement and self-development | **** |  | AF / I / R |
| **Special skills/knowledge** |  |  |  |
| Understanding of social issues and their local impact |  | **** | AF / I / R |
| Knowledge of funding regimes and their requirements |  | **** | AF / I / R |
| Ability to identify needs of community groups and organisations | **** |  | AF / I / R |
| Ability to support community planning and action/ business plans |  | **** | AF / I / R |
| Ability to address training needs of community groups, including developing and delivery as appropriate |  | **** | AF / I / R |
| Computer literate with experience of Microsoft Windows software | **** |  | AF / I / R |
| Understanding and commitment to develop and maintain partnership working | **** |  | AF / I / R |
| **Personal Qualities** |  |  |  |
| Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines | **** |  | AF / I / R |
| High level of written and oral communication skills | **** |  | AF / I / R |
| Ability to work flexibly and enthusiastically within a team or on own initiative | **** |  | AF / I / R |
| Drive and resilience | **** |  | AF / I / R |
| Knowledge of and commitment to equal opportunities | **** |  | AF / I / R |
| **Personal circumstances** |  |  |  |
| Willingness to work flexible hours when required to meet work demands. | **** |  | I |
| Occasional attendance at meetings outside normal working hours. | **** |  | I |
| **Physical requirements** |  |  |  |
| Ability to travel to various locations during the course of employment as required. | **** |  | I |

**Key:** AF = Application Form; I = Interview; R = Reference; T = Test; C = Certificate