Person Specification

Newcastle
City Council

Communities Support Officer

Part A
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential
- Recognised qualification in Community Development Work or similar.
- Experience in a parks, countryside or visitor setting.
- Experience of carrying out community projects in a parks, landscape or visitor environment.
- Experience of delivering talks and presentations.
- Experience of working with volunteers and community groups and delivering projects
- Experience of working with people from a wide range of age groups
- Experience of dealing with the public and handling difficult situations.
- Able to maintain effective and enthusiastic working relationships with staff, volunteers and the public.
- Ability to deliver training and guidance to volunteers and community groups.
- Excellent written and verbal communication skills
- Ability to work with minimum supervision to deliver objectives.
- Competent in the use of Microsoft office software.
- Enthusiastic, self-motivated and able to exercise initiative
- Suitability to work with client group
- Able to work flexible hours with some evening work and weekends when required.

Desirable
- Ability to build community and voluntary capacity
- Awareness and experience of tackling poverty and inequality
- Experience in the public or voluntary sector.
- Experience of projects aimed at promoting healthy living
- Experience of working in partnership with a variety of organisations.
- Experience in a parks, countryside or visitor setting.

Part B
The following criteria will be further explored at the interview stage:
- Communication skills
- Ability to work independently or as part of a team
- Proven experience of the delivery of a volunteer programme
- Work with community groups
- Multi agency approach to working
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery.

Additional Requirements
Enhanced DBS Clearance