**COMMUNITY ENGAGEMENT COORDINATOR**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Excellent literacy and numeracy | AF/AC/I |
| **WORK EXPERIENCE** | Experience of:   * Coordinating a wide range of Activities * Supervising and developing staff * Developing effective partnerships * Delivering training and development activities * Managing a high volume of Administrative Tasks | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Principles of voluntary work * Community safety at local, regional and national level * Wider developments and issues affecting community safety   Ability to:   * Develop and deliver effective presentations and training * Prepare and produce comprehensive reports * Develop and deliver effective presentations and training * Work on own initiative and as part of a team * Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets. * Demonstrate well developed IT skills using Microsoft Office Suite * Effective planning and organisation skills.   Knowledge of safe working principles and practices associated with Health and Safety.  Knowledge of the principles of Diversity and Equality | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/ I  AF/ I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings.  Able to meet the transport requirements of the role.  Must hold a current full UK driving licence.  **NB: This post will be subject to an enhanced DBS check prior to appointment** | AF/I  AF/I  AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates