

Person Specification

Communities Officer

Part A

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

Essential

1. Experience in developing and delivering successful community engagement and empowerment activities, including working with and building capacity in local communities.
2. Experience and confidence in project management with the ability to capture, manage, interpret and communicate information appropriately to a wide range of individuals, groups and bodies.
3. Experience of positively responding to changing organisational priorities and practice and appropriately challenge ineffective ways of working.
4. Experience of accounting for budgets, and/or supporting internal and external grant processes with the ability to income generate.
5. Effective influencing, and facilitation skills with the ability to creatively problem solve and inspire confidence.
6. Excellent communication and listening skills with the ability to effectively build and maintain relationships with people from a wide range of backgrounds.
7. Knowledge and understanding of the application of safeguarding policy and practice whilst working in communities with vulnerable adults and/or children.
8. Commitment to and experience of implementing Equal Opportunities and anti-discriminatory practice.

Desirable

Experience in delivering digital engagement activity and planning and developing materials for social media and websites.

Part B

- All of the above may be further explored at the interview stage.

Additional Requirements

- Ability to work unsociable hours