

# PERSON SPECIFICATION

## Programme Lead - Communities

	ESSENTIAL	DESIRABLE
<b>Education/ Training/ Qualifications</b>		<ul style="list-style-type: none"> <li>• IOSH Managing Safely</li> <li>• Level 3 Management Qualification or equivalent</li> <li>• Relevant community development qualification</li> <li>• GCSE A-C English and Maths or equivalent</li> <li>• C&amp;G Level 3 Award Energy Awareness</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a multi-faceted community environment</li> <li>• Collecting, analysing and reporting financial and performance data</li> <li>• Working with a range of socially excluded groups and individuals in community settings</li> <li>• Partnership working with Local authorities, schools, VCS and private sector business</li> <li>• Supporting people with Health and wellbeing inc. Mental health and physical conditions</li> <li>• Delivery of community events</li> <li>• Managing programmes and projects with specific and measurable targets</li> <li>• Demonstrable experience of managing project budgets</li> <li>• Supporting community groups</li> <li>• Developing and delivering community engagement and development initiatives</li> <li>• Writing and presenting reports to a range of audiences</li> <li>• Managing a team and being able to manage team workload effectively</li> <li>• Involving residents in decision-making and governance</li> <li>• Working with and supporting volunteers in an empowering and developmental way</li> <li>• Developing and delivering training sessions</li> <li>• Experience of managing project H&amp;S systems including risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of bidding to grant funders</li> <li>• Successful tender application process</li> <li>• Delivery of large scale, complex community events</li> <li>• Safeguarding of Children and Adults at Risk</li> </ul>

<p><b>Competencies</b></p>	<ul style="list-style-type: none"> <li>• Well-developed interpersonal and communication skills</li> <li>• Excellent organisational skills</li> <li>• Innovative and proactive to the development of relevant provision</li> <li>• Team Player</li> <li>• Ability to work under pressure</li> <li>• Ability to engage with a wide range of individuals and groups</li> <li>• Willingness to undertake new tasks</li> <li>• Ability to be flexible, respond positively to change and work effectively under pressure and deal with conflicting priorities</li> <li>• Excellent time management and prioritisation</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate outstanding people management skills</li> <li>• The ability to think and work commercially whilst meeting the charitable aims of the organisation</li> <li>• Use of a range of software linked to recording and reporting</li> </ul>
<p><b>Values and Attitudes</b></p>	<ul style="list-style-type: none"> <li>• Ability to work calmly whilst under pressure</li> <li>• Flexible according to the needs of the business</li> <li>• Sense of humour</li> <li>• Equal opportunities for all staff, volunteers and clients or participants</li> <li>• Smart and professional appearance</li> <li>• Confident</li> <li>• Enthusiastic and positive</li> </ul>	
<p><b>Additional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Commitment to Health &amp; Safety, Safeguarding and Prevent processes</li> <li>• Committed to the ethos of Groundwork and it's practices</li> </ul>	<ul style="list-style-type: none"> <li>• Full Driving Licence</li> </ul>