# **PERSON SPECIFICATION: Voluntary and Community Sector Officer Post Ref: 107431**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Good general level of education including GCSE English & Mathematics grades A-C or equivalent. (F) * NVQ Level 3 in IAG, Management or any other Related Subject’ (F) | * Willing to work towards Level 4 in Project Management if not already acquired (I) |
| * **Work or other relevant experience** | * Experience of working with and providing support to the voluntary sector (F) (I) * Experience of working with local residents and community groups (F) (I) * Experience of organising community events in partnership with VCS groups (F) (I) * Experience of delivering capacity building support to VCS groups (F) (I) | * Experience of securing external funding (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), I | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), I | |
| * **Skills, abilities, knowledge and competencies** | * Knowledge of agencies who can provide specialist support to VCS groups (F) (I) * Ability to work with VCS groups to identify opportunities and plan actions to assist with capacity building (F) (I) * Ability to plan and develop projects in partnerships with VCS groups that help hard to reach groups to access services such as education and training (F) (I) * Ability to research good practice, opportunities and challenges and present findings to VCS groups (F) (I) * Knowledge and understanding of Government legislation relating to the voluntary and community sector such as Community Cohesion and Civil Society (F) (I) | tieodeo   * Knowledge of VCS sector and their organisations principles and roles (F) (I) | |
| * + **General competencies** | * Good ICT skills (F) (I) * Ability to develop plans on own initiative (F) (I) * Ability to work on own initiative and as part of a team (F)(I) * Good problem solving skills (F)(I) * Sound communication skills both written and oral (F) * Ability to work with a wide range of partners. (F)(I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.