

**Person Specification
Civic Facilities
Neighbourhood Warden**



Part A

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

Essential

- Able to work cooperatively as part of a multi-disciplined team and deliver to agreed timescale and performance levels.
- Developed interpersonal skills and ability to interact and negotiate with a variety of people at all levels.
- Experience in dealing with conflict and antisocial behaviour
- Good literacy and numeracy skills
- Demonstrate the ability to work collaboratively with other stakeholders and sections in order to resolve issues for tenants.
- Experience in supporting community events and projects
- Full Driving Licence

Desirable

- Good geographical knowledge of Newcastle
- Awareness of Environmental legislation
- Fit to undertake the demands of the role

Part B

The following criteria will be further explored at the interview stage.

- Commitment to delivering services within the City Councils Equalities and Diversity policy
- All relevant points listed above.