

**Person Specification  
Community Safety  
Project Officer**

**Part A**

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

**Essential**

- Sound knowledge of project management principles
- A track record of successful project delivery in line with desired outcomes, agreed quality and time and costs limits
- Extensive experience of collaborative working, with internal and external partners to achieve business outcomes/deliver projects and a strong record of achievement.
- Excellent oral and written communication skills, including the ability to clearly articulate key messages to varying audiences. The ability to write reports and analyse and scrutinise work programmes.
- Excellent organisational and workload management skills, together with ability to lead, develop and motivate people to enable effective use of resources and time.
- Excellent knowledge and experience of community safety issues that affect communities along with techniques to tackle issues
- Experience of working with voluntary support agencies. The ability to recognise vulnerable people and sign post them into support services.
- Good ICT and keyboard skills including use of Microsoft applications
- Ability to acquire, mobilise and utilise resources effectively to achieve success
- Understanding of financial planning and budget management
- Track record of interpreting national and regional legislation, guidance and best practice documents to inform advice, policy development and formulation.
- Proven record of working in committee and being able to speak and convey matters and provide information to members
- Understanding of techniques used in negotiation and influencing partners, volunteers and members of the public.
- Excellent organisational and workload management skills and ability to deliver outcomes on time.
- Politically aware of local democracy, social inclusion and community cohesion
- Ability to develop and motivate people to achieve successful outcomes

**Desirable**

- Knowledge of local government structures, processes and issues.
- Understanding of financial management and budget management.

**Part B**

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

- Points as listed above

**Additional Requirements**

- Ability to occasionally work out outside of normal working hours
- Driving licence is desirable