

**Person Specification**  
**Community Safety Support Officer (Neighbourhoods)**

**Part A**

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

**Essential**

- Excellent oral and written communication skills
- Excellent negotiating and influencing skills
- Relevant experience of communication and engagement with the public
- Relevant experience of dealing with difficult situations and conflict in a professional manner
- Relevant experience of partnership working
- Relevant experience of information sharing and data protection
- Knowledge of neighbourhood working
- Knowledge of the work of statutory and voluntary sector agencies

**Desirable**

- Experience of communication and engagement with partners, elected members and community and voluntary groups
- Experience of organising meetings and taking action notes
- Knowledge of Community Safety Partnership systems and processes
- Knowledge of problem-solving methodologies
- Knowledge of project and performance management processes

**Part B**

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

- Good influencing and negotiating skills
- Ability to manage difficult situations and conflict
- Ability to work as part of a team
- Ability to work on own initiative
- Ability to organise and prioritise work
- Commitment to equal opportunities and diversity
- Commitment to improving community safety, health and well being

**Additional Requirements**

- Able to patrol neighbourhoods for up to 7 hours a day