

Qualifications;

- Evidence of Literacy and Numeracy Skills (E)
- Qualification in Community Development or relevant discipline (D)
- A full, clean driving license (D)

Knowledge;

- An understanding of community engagement techniques (E)
- An understanding of group dynamics and some facilitation skills (E)
- An understanding of the dynamics and sensitivities of partnership working (E)
- Clear understanding of Health and Safety, particularly in relation to community events and activities (E)
- Proficient IT user, with experience of word processing and spreadsheets (E)
- Working knowledge of Google Apps (D)
- Ability to use Social Media platforms including facebook & twitter (D)
- Knowledge of voluntary and community sector organisations (D)
- Proficient administration skills (E)

Communication Skills;

- Good written and verbal communication skills (E)
- Able to work with individuals and groups, recognise differing perspectives and deal sensitively with tensions (E)
- Able to understand a range of views within communities and present them in a variety of situations (E)
- Able to build good working relationships with team members, residents, council officers and other agencies (E)
- Demonstrate initiative and a creative approach to problem solving (E)

Experience;

- Engaging, recruiting, supporting & managing teams of volunteers (E)
- Ability to recognise and take advantage of new opportunities (E)
- Demonstrable experience of delivering community development support and mentoring of groups. (D)

- Experience with voluntary and statutory sector joint working (D)

Aptitudes & Abilities;

- Able to work well under pressure with good skills in managing and prioritising workload (E)
- Able to contribute positively and constructively as a member of a small team (E)
- Able to work on own initiative and minimal supervision (E)
- Willing to undertake a variety of tasks, taking a positive and proactive approach at all times (E)
- Able to operate professionally at all times (E)
- Able to work in a flexible, creative, efficient, reliable and supportive way (E)
- Willing to work flexible hours as required (E)
- Commitment to equal opportunities and an understanding of the needs of disadvantaged individuals and communities (E)
- Respond flexibly to a changing work environment (E)
- Deal positively with challenging behaviour and seek help advice should difficulties arise (E)
- Have a reasonable degree of physical fitness including the ability to stand unaided whilst dealing with members of the public on a face to face basis for up to two hours at a time (E)

To flourish in the role, you will be a like-minded, dedicated person who can demonstrate compassion, empathy and creativity in your approach and use your unique skills in enabling residents and the wider community to identify and realise their aspirations. With previous experience of working with vulnerable people or a disadvantaged community, you will have a good understanding of professional boundaries, safeguarding, risk assessment, confidentiality and be capable of managing your workload.