

Qualifications;

- Evidence of Literacy and Numeracy Skills (E)
- Qualification in Community Development or relevant discipline (E)
- 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 work in a professional 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)