PERSON SPECIFICATION

Job Title: Community Development Officer

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|  | **Requirements** | **Essential** | **Desirable** |
| 1. | Qualifications | * Educated to NVQ level 4 (or equivalent level of experience within community focused role)
* Community development qualifications
 | * Degree educated
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| 2. | Experience | * Proven experience of building effective relationships and co-ordinating services with a wide range of stakeholders
* Proven experience of managing projects, events and activities within a community facing role.
* Experience of community involvement and consultation/engagement/facilitation techniques
* Experience of working with communities to develop community facilities and services
* Experience of working with Councillors
* Experience of working with and/or managing volunteers
 | * Experience in developing funding bids
* Experience in securing grant funding
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| 3. | Specialist Knowledge | * Good knowledge of community services and providers
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| 4. | Skills & Attributes | * Demonstrates political awareness
* Very good organisational skills, ability to prioritise work, problem solve and take responsibility.
* Ability to prepare, analyse and present reports and data.
* Strong IT skills to support and administer multiple projects.
* Demonstrates good customer service and a commitment to equal opportunities and diversity.
* Excellent interpersonal skills
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