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 |
| 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 |
| 3. | Specialist Knowledge | * Good knowledge of community services and providers | |
| 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 | |