

## Person Specification – Community Development Officer

Skills, Knowledge & Experience Creativity, problem solving skills & interpersonal skills	Essential	Desirable
	Ability to design and implement consultation, engagement and community led planning.	Training in Community organising.
	Able to demonstrate an understanding of community development and equality work and principles, as well as the current legislative framework.	Understanding of the issues that rural communities face.
	Hold AET (Award in Education and Training Level 3) certificate or willingness to attain it.	Experience of managing volunteers.
	Able to work effectively within a wide range of partnerships both local and strategic.	Strong marketing skills able to creatively present information and outcomes.
	Volunteer mentoring and supervisory experience.	Experience of social media.
	Excellent communication skills, both orally and in writing including presentation skills, with an ability to communicate at all levels.	Experience of coordinating and delivering training.
	Relevant qualification or 2 years' experience in community engagement.	
	Familiarity with research and understanding of data collection, analysis and report writing.	
	Experience and competency in writing grant and/or tender applications.	
	Ability to meet deadlines and manage own workload and those of others.	
	Ability to work flexible hours.	
	Able to support and motivate others.	
Able to work on own initiative and have a creative approach.		

<b>Personal attributes Initiative, building relationships, team working, equipment, data etc.</b>	Ability to travel around the county.	
	Good administration skills, keyboard skills and ability to use Microsoft Word, Access, including ability to produce promotional material.	
	Excellent written and verbal communication skills.	
	Excellent interpersonal skill, able to relate to the public, decision makers and funders.	
	Ability to use own initiative and demonstrate perseverance.	
	Experience of managing groups and individuals.	
	Well organised, confident and self - motivated.	
	An innovative thinker able to create new services and think outside the box.	
	Good networking and negotiating skills.	
	Adaptable, flexible and creative when problem solving.	
	Ability to work independently and as part of a team.	
	Track record of evaluating delivery and gaining feedback and liaising with funders.	
<b>Resource Management Assets, finances etc.)</b>		Experience of budgetary and business planning processes to ensure long term development of the financial resources.

Due to the nature of the work involved, a satisfactory Enhanced DBS check will be required.