

Person Specification: Community Development Officer

FINAL 27.04.21

Competencies E-essential D- desirable		How Assessed
<p>Education / Certification</p> <p>5 GCSEs (or equivalent) at grades A-C including Maths & English.</p> <p>2 A level (or equivalent) passes.</p>	<p>E</p> <p>D</p>	<p>Original certificates</p>
<p>Previous experience</p> <p>2 years or more in a community engagement, community development, community support role or similar role</p> <p>Experience of event management</p> <p>Experience of fundraising particularly preparation of grant bids</p> <p>Understanding and experience of the wider non-profit sector</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>Application form, interview and references.</p>
<p>Experience in managing projects to deliver required outcomes</p> <p>Ability to ensure progress is maintained and deadlines met.</p> <p>Ability to work to own initiative.</p>	<p>E</p> <p>E</p>	<p>Application form, interview and references.</p>
<p>Skills and Abilities</p> <p>Ability to work with a wide range of people</p> <p>Excellent verbal communication skills and listening skills</p> <p>Diplomatic and tactful and able to show political sensitivity</p> <p>Able to write clearly and accurately.</p> <p>Excellent IT skills that enable the use of the social media, internet, emails, word processing, and basic website administration.</p> <p>Ability to organise own workload, and meeting deadlines.</p> <p>Financially/numerically literate</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form, interview and references</p>

Other Prepared to work flexibly when required and to attend some evening committee meetings. Ideally live in or near to Charlton Kings	E D	Interview Application form