

## PERSON SPECIFICATION

### P72 - Communities Officer

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Professional and confident image</li> </ul>	E	3
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Good planning, organisational and communication skills both verbal and written</li> </ul>	E	1,2,3
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Must be creative, enthusiastic and motivated</li> </ul>	E	1,3
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work within a team</li> </ul>	E	1
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Ability to engage with a range of groups in identifying their needs and developing appropriate responses</li> </ul>	E	1,3
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Able to manage own time and prioritise workload</li> </ul>	E	1
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Ability to maintain clear, accurate and concise records and process and utilise information</li> </ul>	E	1,2,3
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous relevant Local Government or Voluntary Sector experience</li> </ul>	D	1,3
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of partnership working</li> </ul>	E	1
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Communicating at all levels</li> </ul>	D	1,3
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Collecting and interpreting views through consultation</li> </ul>	D	1
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of collating, analysing and presenting data/information</li> </ul>	D	1,3
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experiences of developing and implementing projects</li> </ul>	D	1,3
<b>Attainments/Qualifications</b>	<ul style="list-style-type: none"> <li>• Willingness to continue to learn and develop</li> </ul>	E	1,3
<b>Attainments/Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in a related discipline; or two years relevant experience</li> </ul>	E	1,4
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Computer literate</li> </ul>	E	1,3
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Local Government legislation relating to community planning</li> </ul>	D	1
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Social issues relating to well being</li> </ul>	D	1
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of financial management, project development and action plans</li> </ul>	D	1,3
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Resources relevant to voluntary and community groups</li> </ul>	D	1
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work in the community</li> </ul>	E	1,3
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Flexibility – prepared to work unsocial hours when necessary</li> </ul>	E	3

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)

Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]