**COMMUNITY ENGAGEMENT COORDINATOR**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/****QUALIFICATIONS** | Excellent literacy and numeracy | AF/AC/I |
| **WORK EXPERIENCE** | Experience of: * Coordinating a wide range of Activities
* Supervising and developing staff
* Developing effective partnerships
* Delivering training and development activities
* Managing a high volume of Administrative Tasks
 | AF/AC/IAF/AC/IAF/AC/IAF/AC/I |
| **SKILLS/ KNOWLEDGE/****APTITUDE** | Knowledge of: * Principles of voluntary work
* Community safety at local, regional and national level
* Wider developments and issues affecting community safety

Ability to: * Develop and deliver effective presentations and training
* Prepare and produce comprehensive reports
* Develop and deliver effective presentations and training
* Work on own initiative and as part of a team
* Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets.
* Demonstrate well developed IT skills using Microsoft Office Suite
* Effective planning and organisation skills.

Knowledge of safe working principles and practices associated with Health and Safety. Knowledge of the principles of Diversity and Equality | AF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/ IAF/ I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings.Able to meet the transport requirements of the role. Must hold a current full UK driving licence.**NB: This post will be subject to an enhanced DBS check prior to appointment** | AF/IAF/IAF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates