



South Tyneside Council

REGENERATION AND ENVIRONMENT

PERSON SPECIFICATION

POST TITLE: Community Engagement Officer

GRADE: Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> A recognised professional qualification in relevant subject (e.g. HNC/HND) 	<ul style="list-style-type: none"> Degree in related subject 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience in working in a "Green Space" team Experience of working in a customer focused environment with a wide variety of stakeholders Experience of identifying and bidding for external funding streams Experience of working across multi-agencies and community groups Experience of workload planning, prioritisation and working to deadlines 	<ul style="list-style-type: none"> Experience of working in a political environment 	<ul style="list-style-type: none"> Application form Interview References Presentation
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Knowledge of green space/ environmental/countryside issues Knowledge of recent legislation regarding green space/environmental/ countryside Able to prioritise and manage multiple work streams Excellent communication and interpersonal skills Able to form excellent working relationships Knowledge of potential funding opportunities for the voluntary sector Competent in ICT and Microsoft office 		<ul style="list-style-type: none"> Interview References Presentation
Disposition	<ul style="list-style-type: none"> Able to develop strong client/customer relationships 		<ul style="list-style-type: none"> Interview References

	<ul style="list-style-type: none"> • Able to handle situations and problems with innovation and creativity • Flexible approach to work, reliable and well organised self-starter with a planned and structured approach in order to manage several work streams simultaneously • High performing and motivated team player with the determination and focus to drive projects through implementation and exceed customer expectations • Able to inspire trust and confidence in colleagues and partners by demonstrating professional and secure approach to the management and application of sensitive information • Committed to the principles of equality and diversity • Committed to ongoing professional development and learning 		
Circumstances	<ul style="list-style-type: none"> • An enthusiastic approach and a commitment to delivering exceptional services • Prepared to work outside normal office hours as required • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • Interview • DBS check