

PERSON SPECIFICATION

Project Officer Communities

	ESSENTIAL	DESIRABLE
Education/ Training/Qualifications	<ul style="list-style-type: none"> Level 2 or equivalent Maths and English 	<ul style="list-style-type: none"> Food Hygiene Gym Instructor Level 2 GP Exercise on Referral Level 3 Youth Work Qualification Relevant Health Qualification
Experience and Knowledge	<ul style="list-style-type: none"> Working with families, children and young people from a variety of backgrounds. Understanding of activities that are attractive to the community Development and delivery of community engagement events Partnership working and relationship management Understanding of healthy lifestyle choices Community Development and engagement 	<ul style="list-style-type: none"> Securing external funds Organising Staff and Volunteer Rotas Retail experience Recruiting, managing and supporting volunteer progression Working with adults potentially with physical and mental health conditions
Competencies	<ul style="list-style-type: none"> Managing project budgets for own delivery Ability to follow administration processes Superior communication skills ICT Literate Good listener and communicator Excellent interpersonal skills Effective networking skills Ability to manage time and prioritises workload 	
Values and Attitudes	<ul style="list-style-type: none"> Confident and Professional Committed to the needs of the community Ability to motivate self and others Focused and flexible Amicable and approachable 	

Additional Requirements	<ul style="list-style-type: none">• Innovative and creative thinker / problem solver• This post is subject to a satisfactory DBS check• Willingness to work out of office hours• Full Driving Licence	