

Person Specification: Community Development Officer

All of the following requirements will be assessed from a combination of information provided from the application form, the interview process, and references:

Skills and Abilities	Essential	Desirable
Excellent verbal, written, communication and presentation skills	√	
Ability to work under pressure, to tight deadlines	√	
Excellent organisational skills and the ability to manage a wide range of tasks	√	
Highly motivated, committed, and enthusiastic	√	
Ability to use own initiative to prioritise and manage own workload to achieve best outcomes	√	
Ability to foster collective working between organisations, securing commitment and cooperation from others	√	
Good diplomacy, negotiation, and interpersonal skills with the ability to build positive and effective relationships with colleagues, management, board members, tenants, contractors, and external contacts	√	
Ability to think creatively	√	
Ability to inspire and motivate others	√	
Strong interpersonal skills and the ability to deal with a diverse range of people	√	
It literate and a highly skilled and experienced user of computerised systems	√	
Experience		
Experience of managing or coordinating community regeneration projects	√	
Experience of planning, procurement, and development processes	√	
Experience of working in or with the voluntary sector	√	
Experience of working across different sectors and developing links with other agencies.	√	
Experience of using evaluation and monitoring tools and techniques	√	
Proven track record in securing funding for projects	√	
Experience of report writing and an ability to maintain records and produce clear written and oral reports	√	

Knowledge		
Understanding of social enterprise	√	
Business planning and development	√	
Understanding of the issues facing the community of Royston		√
Training and Qualifications		
Educated to degree level or equivalent, or have significant relevant experience	√	
Project management qualification, training, or relevant experience		√
Other		
Ability to demonstrate an active commitment towards equal opportunities and anti-discriminatory practice	√	
Ability to work comfortably with a range of partners	√	
Ability to work evening and weekends on a flexible basis (with time off in lieu)	√	
Driving License with access to own vehicle		√