

Queen's Park Community Council

Community Development Officer

Person Specification

Heading	Essential	Desirable
Education, Qualifications & Training	No formal qualifications required, although you will need good literacy & numeracy skills.	<ul style="list-style-type: none">● 5 GCSE's A-C or equivalent;● Level 2/3 Certificate in Community Development or higher relevant qualification
Work Experience	<ul style="list-style-type: none">● practical experience of working in the community or voluntary sector or a background in a related career such as housing, regeneration, social work, youth work● Competent IT skills● Experience of dealing with social and community issues	<ul style="list-style-type: none">● Experience in local government or a political environment● Experience of managing websites, social media accounts, and printed newsletters● Experience of servicing committees,● Experience in financial management and agenda preparation, report writing, minute taking
Knowledge	<ul style="list-style-type: none">● Knowledge of methods of community engagement and experience of working with volunteers● creative approach to problem solving● experience of project management/ event planning	<ul style="list-style-type: none">● experience of recruiting, training and managing volunteers● ability to speak a community language such as Arabic or Bengali
Special Aptitudes & Skills	<ul style="list-style-type: none">● Able to work on own initiative and prioritise workload● Ability to work to deadlines and under pressure● A commitment to continue professional development to the highest standards● Confident public speaker and excellent verbal and interpersonal skills● ability to relate to people from different backgrounds	<ul style="list-style-type: none">● skills in researching, analysing statistics and writing reports
Disposition & Personal Characteristics	<ul style="list-style-type: none">● Ability to display confident professional manner when appearing in public on behalf of the council● Able to form good relationships and earn people's trust and respect. Key relationships include councillors, residents and partner organisations● understanding the implications of confidentiality and the Data Protection Act● Able to pay particular attention to detail and accuracy● commitment to equality and diversity	
Flexibility & Responsiveness	<ul style="list-style-type: none">● Willingness to work extra hours on an occasional basis when required● Willing to undertake/contribute to ongoing development and training● Ability to work flexibly including some evenings and weekends	