

PERSON SPECIFICATION – COMMUNITY DEVELOPMENT MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to maintain a methodical, structured approach with accuracy within a customer focussed environment. • Commitment to empowering others. • Demonstrable commitment to achieving and maintaining high personal standards and motivating others. • Demonstrable willingness and enthusiasm to be involved in taking the Trust forward. • Understanding and commitment to Equal Opportunities. • The ability to line manage staff and manage upwards with effect • Positive, 'can do' attitude 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing people, budgets and resources. • Experience of planning, managing, monitoring and evaluating projects. • Clear demonstrable understanding of Community Development. • Extensive experience with community groups, communities of space/identity/interest • Proven experience of successful bid writing. 	<ul style="list-style-type: none"> • Experience of working in community development in the charity or voluntary sector • Experience of working with or in the education and community health sectors • Ability to prepare comprehensive written reports. • Experience of managing volunteers. • Experience of European funding programmes and reporting requirements. • Experience of managing volunteers

SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Excellent organisational and facilitation skills. • Ability to analyse and interpret data. • Able to absorb new information quickly and make decisions • Ability to lead a team and motivate. • Ability to use own initiative, prioritise and plan work to meet tight deadlines. • Ability to work without close supervision. • Ability to work flexibly & adjust to changing requirements. • A strong interest in developing project management and Human Resources knowledge and skills • Competent, approachable person who can maintain good working relationships internally and externally. • Ability to represent the organisation professionally to stakeholders • Effective communication skills, both verbally and written, and with a wide range of people. • Reliable time keeper • Flexible • Commitment to equal opportunities • Ability to deal with sensitive issues appropriately, diplomatically and discreetly 	<ul style="list-style-type: none"> • Driving licence
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Good general education to A Level or equivalent. • Experienced in the use of Microsoft Office applications • Experienced in the use of Internet and e-mail • Full driving license and access to own vehicle, insured for business use • Experienced in the use of social media for work purposes 	<ul style="list-style-type: none"> • Experience of Microsoft Office • Relevant degree or equivalent professional experience • Management qualification • Coaching & Mentoring young people qualification • Training/ adult teaching qualification (PTLS)