

PERSON SPECIFICATION

Job Title:	Post No:	Grade:
Talk Community Development Officer		HC08
Directorate:	Division/ Department:	Section/ Location:
Community Wellbeing	Talk Community	

All candidates will be considered on their ability to meet the requirements of the person specification	Requirements	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Good understanding of providing funding advice and support to the voluntary and community sector. • Significant experience in working in partnership with a wide range of partners both internally and externally. • Significant experience of prioritising and managing own workload. • Significant experience of developing and maintaining effective work relationships. • Tools and techniques to support effective community development and engagement. • National government legislation and policy in relation to community 	Application and Interview
Skills and Abilities <i>Including personal attributes. Consider if project management skills are needed.</i>	<ul style="list-style-type: none"> • Strong leadership skills, setting clear goals and objectives • Ability to work in partnership across directorates and with a range of external stakeholders to build a collaborative approach • Effective interpersonal skills, including verbal and written communication. • Effective presentation skills, including the ability to deliver the Talk Community approach and deputise for the Development Managers. • Skills in report writing as well as effective presentation skills. • A positive, flexible and innovative approach to overcoming challenges. • Self-organised and able to manage own workload. • Adaptable and ability to work as part of a team. • Ability to influence and motivate individuals. 	Application and Interview

	<ul style="list-style-type: none"> Negotiation and facilitation skills to work across a diverse group. 	
Qualifications and Training	<ul style="list-style-type: none"> At least 5 GCSE's or equivalent, including English and Maths. 	Application
Other Factors <i>Eg. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive or to travel around the county</i>	<ul style="list-style-type: none"> Firm commitment to promoting independence. Strengths-based practice – Talk Community Development Officers need to be confident in the principles of strengths based practice. Ability to travel within and outside the County. Requirement to work outside office hours when required. Commitment to council's ethos of equality and inclusion 	Application and Interview

*Method of Assessment: AF = Application Form; I = Interview; P= Presentation

Line Manager Name:	Date:
Kath Austin-Bailey	20 th October 2024
Date person spec last reviewed:	
June 2023	