# Projects’ Co-ordinator: Job Criteria

Essential Criteria

### 1. Attributes and Knowledge

1. Identify as a Disabled person.
2. Have a good understanding of models of disability, equality and human rights.
3. Good understanding of both Disabled and non-Disabled people’s grassroots community organisations.
4. Understand the importance and range of Disabled people’s issues and that the impacts of these will be felt most keenly by those: living in areas of deprivation, living in poverty anywhere in the city or who also have other protected characteristics.
5. Commitment to addressing these issues and the principles of socio-economic justice.
6. Awareness of the importance of working collectively, especially in the delivery of Bristol’s One City Climate Strategy, which will be a complex and distributed process and one that no one organisation can deliver in isolation.
7. High level of self-motivation and the ability to work well both in a team and alone.

### 2. Experience

1. Experience, as a paid worker, of co-design/co-production with marginalised and or excluded communities and communities experiencing high levels of deprivation.
2. Experience of developing and sustaining effective relationships and partnerships, to deliver project outcomes.
3. Experience of working with partners from a range of sectors.
4. Community development experience.
5. Climate change expertise or knowledge is not a specific requirement, but you do need to be enthusiastic about the work and committed to addressing this and the principles of climate justice.

### 3. Skills

1. Be able to communicate effectively with Disabled and
2. non-Disabled people across a range of accessible communication needs and educational attainment.
3. Excellent project management skills and proven experience delivering a community-based project on time and on budget.
4. Have the curiosity and inter-personal skills to understand participants, colleagues’ and partners’ needs so that all Forum projects can deliver the collective ambitions of the communities involved.
5. Experience of operating effectively within, and monitoring use of, a project budget.

## Desirable Criteria

1. Personal transport that has a very low carbon footprint.
2. A good knowledge of the voluntary and community sector in the city, and those parts of the statutory sector that particularly focus on the needs of Disabled people and their families.