

Person Specification – Community Development Coordinator Patchway

	Essential unless stated
Education & qualifications	<ul style="list-style-type: none"> • Qualification in Community Development or similar. (Desirable) • An understanding of community development practices and principles • Knowledge of the issues and opportunities facing local communities
Knowledge and Experience	<ul style="list-style-type: none"> • Significant experience of work (in a paid or voluntary capacity) within communities • Experience of working with volunteers including understanding how to motivate and retain volunteers • Experience of multi-agency working. (Desirable) • Experience of co-ordinating meetings. (Desirable)
Job Related Skills	<ul style="list-style-type: none"> • Excellent communication skills in written, telephone and face-to-face contact with the ability to communicate effectively with the public, staff from a wide range of community groups, officers of the Council and local Councillors • Ability to build good relationships • Ability to work on own initiative and prioritise workload • Good IT skills
Personal Skills & values	<ul style="list-style-type: none"> • An understanding and commitment to equalities • Flexible and adaptable outlook • A practical approach to problem solving
Working conditions	<ul style="list-style-type: none"> • A driving licence or access to transport • Occasional evening and weekend working

Last updated: November 2022

Date of next review: November 2023