**PEPERSON SPECIFICATION**

## Job Title: Connecting Communities Development Officer – Upskilling the Health & Social Care Workforce Project

Essential requirements must be met on application form.

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| REQUIREMENTS OF THE CANDIDATE | **ESSENTIAL**  **CRITERIA** | **DESIRABLE**  **CRITERIA** |
| **Qualifications** | | |
| Educated to degree level or equivalent |  |  |
| Hold a qualification relevant to supporting organisations or communities (e.g. Business Advisor or Community Development, etc.) |  |  |
| Hold a teaching qualification, formal Assessor or Internal Verifier Award |  |  |
| Evidence of continuous professional development and willingness to continue to learn, develop and grow |  |  |
| **Experience** | | |
| Experience of working within or with VCFSE Sector organisations |  |  |
| Experience of successful bid writing and the confidence to share your experiences to help other organisations with bid writing |  |  |
| Experience of managing volunteers or supporting organisations to manage volunteers effectively |  |  |
| Experience of supporting organisations or communities to develop new projects or activity |  |  |
| Maintain records both manually and electronically efficiently |  |  |
| **Skills & Knowledge** | | |
| Good knowledge of the local area and VCFSE organisations that operate within the area |  |  |
| Excellent communication skills including report writing, the ability to present written information clearly and concisely |  |  |
| Excellent Interpersonal Skills and the ability to network effectively and build strong collaborative working across teams and organisations |  |  |
| Ability to work diplomatically, engage at all levels from residents to senior leaders and manage conflict when necessary |  |  |
| Knowledge and understanding of community development and the ability to motivate and support learners, volunteers, organisations |  |  |
| Ability to deliver development support to organisations on a 1-2-1 basis with funding, governance, marketing and promotion, etc. |  |  |
| Ability to set up and manage community events and collaborative networks |  |  |
| Ability to deliver workshops to develop the skills of volunteers, VCFSE staff, etc. |  |  |
| Ability to support learners, volunteers, staff, community organisations and other stakeholders to complete forms and produce the necessary evidence to support their applications |  |  |
| Excellent IT and data management skills |  |  |
| Ability to help out to deliver organisational diagnostics, skills audits and workforce development planning |  |  |
| Knowledge of the requirements of delivering European Structural Funds or other Government funds |  |  |
| **Personal Attributes & Behaviour** | | |
| Able to identify and approach organisations within the VCFSE sector, public sectors and commercial sectors and persuade them to support your project or initiative |  |  |
| An ability to plan and manage work effectively to meet deadlines and achieve targets |  |  |
| Ability to travel independently |  |  |
| Supportive of the CVS mission, vision and values, especially around fairness and the values of fairness, equality and solidarity and striving to make a more equal society. |  |  |
| Ability to work flexibly and undertake evening or weekend work if and when required |  |  |
| Ability to be a team player and work outside your comfort zone when required |  |  |