**PERSON 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 communities and/or with VCFSE Sector organisations |  |  |
| Happy working in target driven environment with the ability to meet and exceed personal targets |  |  |
| Delivering impactful workshops or classes |  |  |
| Experience of successful bid writing and the confidence to share your experiences to help other organisations with bid writing |  |  |
| Managing staff or volunteers and/or supporting other organisations to do the same |  |  |
| Influencing and negotiating with decision makers |  |  |
| Experience developing projects or community activities |  |  |
| Monitoring and managing key data relating to a customer journey |  |  |
| Understanding and experience of completing and evidencing compliance paperwork in line with funding organisation criteria, accurately and within a given timeframe, from start to end of customer journey. For example; External funding bodies, education governance, awarding bodies |  |  |
| **Skills & Knowledge** | | |
| Good knowledge of Lancashire and VCFSE organisations that operate within it. This can be area specific networks or organisations |  |  |
| Excellent interpersonal skills with the ability to develop a network and present information effectively. |  |  |
| Confidence and ability to work diplomatically across all levels of community organisations, from participants to senior managers |  |  |
| Knowledge and understanding of community development and the ability to motivate and support learners, volunteers, organisations |  |  |
| Ability to deliver development support to organisations and individuals with any of the following;   * people (HR/Employment/Workforce Development/Equality & Diversity) * new media, digital and use of technology * marketing and communications * operations and project management * legal and governance * funding, finance and accountancy * environment and sustainable development * strategy, evaluation & impact measurement. |  |  |
| Ability to set up and manage events and collaborative networks |  |  |
| Strong ICT 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 |  |  |
| Resilient with strong initiative, proactive thought, solutions focused and diligent attitude to work |  |  |
| 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 |  |  |