

Community Development Professional Person specification

Education/Qualifications

Essential

- Excellent level of written and spoken English
- Level 2 qualification or equivalent in English and Maths
- Train the trainer or equivalent (applicable for the training service area)

Desirable

- Community Development qualifications
- Facilitation qualifications

Experience

Essential

- Involvement in a community development work capacity, either with a local authority or with a voluntary or community organization.
- Experience of organizing, facilitating and managing meetings and events
- Report and briefings writing
- Experience of managing a complex project workload
- Experience of working with multi-agency partnerships
- Delivering training (applicable for the training service area)

Desirable

- Working with/ supporting volunteer involving organisations
- Developing marketing or community campaign (applicable for the Volunteering service area)
- Funding bids writing
- Working with/ supporting Children & Young People organisations

Knowledge and understanding

Essential

- Up to date knowledge of the issues affecting the work of volunteer-involving organisations
- Experience of Microsoft Outlook applications, including Word, Excel, Outlook, and use of the Internet
- A commitment to the principles of equal opportunities.
- A commitment to implementing confidentiality and data protection policies.

Desirable

- Working knowledge of East Sussex

Skills and abilities

Essential

- Excellent writing and communication skills
- Initiative and ability to work independently
- Ability to engage effectively with a wide range of partners in the voluntary, public and private sector
- Excellent administrative and organisational skills, including time management and record keeping.
- Creative facilitation skills
- Experience of Microsoft Office applications including Word, Excel, Outlook, Publisher and use of the Internet

Other requirements

- Flexibility to work across 3 districts (Eastbourne, Wealden and Lewes) and different locations, including travelling to various locations
- Ability to work occasional unsocial hours