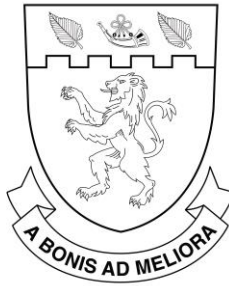


HUNTINGDON TOWN COUNCIL



PERSON SPECIFICATION

POST TITLE: Communities Officer

DEPARTMENT: Coneygear Centre

EXPERIENCE – ESSENTIAL

1. Working within a customer facing role.
2. Extensive experience of working with communities
3. Experience of organising and promoting community engagement events
4. Experience of working in a multi-stakeholder environment

EXPERIENCE - DESIRABLE

5. Experience of working within Local Government at the Local Council level
6. Experience of working within a community centre

KNOWLEDGE – ESSENTIAL

7. Awareness of Huntingdon in Bloom
8. Awareness of the Coneygear Community Garden
9. Knowledge of health and safety within a public building

SKILLS REQUIRED – ESSENTIAL

10. Excellent communication skills including a good understanding and awareness of effective community engagement
11. Fully proficient in Microsoft Office and a willingness to undertake the training required to use in house software package(s)
12. Accurate record keeping and organisational skills along with a developed methodical working ethic.
13. Proven ability to build relationships, trust and to promote effective team working
14. Initiative and creativity in developing and delivering work and introducing fresh ideas for the programme, ability to work independently– able to rise to a challenge by providing innovative and practical solutions

QUALIFICATIONS – ESSENTIAL

15. Good standard of general education.

QUALIFICATIONS – DESIRABLE

16. Community Development qualification
17. First Aid certificate.
18. Safeguarding training

ATTRIBUTES – ESSENTIAL

19. A passion for the community and wanting to help communities come together
20. Good, clear communicator
21. Good people management
22. A 'can do' attitude
23. A friendly, approachable, courteous, and polite disposition
24. Willingness to undertake professional training

ABILITIES – ESSENTIAL

25. Ability to work in a sometimes emotionally charged environment
26. Ability to manage and deal with distressed and emotional visitors
27. Ability to work flexible hours, with some evening work and occasional weekends
28. Ability to travel around the town to attend meetings and gather information
29. Ability to work from home occasionally