

## PERSON SPECIFICATION

<b>POST: Team Leader (Community Initiatives)</b>		<b>DATE: May 17</b>	
<b>1.0</b>	<b>Education and Experience</b>	<b>Essential</b>	<b>Desirable</b>
1.1	A minimum of three years recent, direct experience of working in a related environment.	*	
1.2	A qualification to HND or degree level in community development/education or similar.	*	
1.3	Relevant and recent experience of developing high quality community based services or projects.	*	
1.4	Previous experience in a public or voluntary sector organisation.		*
1.5	Experience of staff and/or volunteer supervision and management.	*	
1.6	Experience of working across different sectors and developing links with other agencies.	*	
<b>2.0</b>	<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
2.1	Excellent communication skills and strong interpersonal skills and the ability to deal with a diverse range of people.	*	
2.2	Experience of coordinating projects and managing staff or volunteers.	*	
2.3	The capacity to inspire and motivate others informally and through support, supervision and training.	*	
2.4	Excellent interpersonal and engagement skills and the ability to deal with difficult situations and undertake conflict resolution	*	
2.5	The post holder will have a sound commitment to all aspects of equality and be able to demonstrate an understanding of delivering services to service users from a range of backgrounds.	*	
2.6	Excellent customer facing skills and ability to communicate at all levels and particularly the ability to deal with information in a confidential manner and respond with sensitivity.	*	
2.7	A flexible and non-judgemental approach to people and work with good organisational skills and the ability to manage a variety of tasks.	*	
2.8	The post holder will have sound knowledge of policies and procedures and the ability to interpret them to resolve problems.	*	

2.9	Excellent written and oral communication, presentation and reporting skills.	*	
2.10	Good IT skills and experience including Outlook, Word and Excel.	*	
2.11	A demonstrably creative approach to service development and delivery.	*	
2.12	Experience of monitoring and reporting to funders and meeting the agreed targets and outcomes specified.	*	
3.0	<b>Values and Attitudes</b>	<b>Essential</b>	<b>Desirable</b>
3.1	Ability to understand and demonstrate empathy with the organisation's values.	*	
3.2	Commitment to continuous improvement and excellence.	*	
3.3	Commitment to the practical application of equalities policy and practice.	*	
3.4	Ability to demonstrate an understanding of equal opportunities legislation and experience of working in diverse communities.	*	
3.5	Ability to engage in self-critical reflection and offer constructive critical support.	*	
3.6	Demonstrate a non-judgemental and positive attitude.	*	
3.7	Concern for openness, confidentiality and accountability.	*	
3.8	Demonstrated commitment to continuing professional development	*	
4.0	<b>Other considerations</b>	<b>Essential</b>	<b>Desirable</b>
4.1	Ability to meet the practical requirements of the post including flexibility regarding travel and evening meetings.	*	
4.2	Fluency in a community language and/or experience in working with underrepresented groups.		*
4.3	Access to your own car and a full, clean driving licence and insurance cover for business use of a vehicle for Association business.		*