



Person Specification: Community Engagement Worker

REQUIREMENTS FOR SAFE AND EFFECTIVE PERFORMANCE

Education & Qualifications	Essential	Experience in Volunteer Management and Community Engagement and research.
	Desirable	Business Administration, Community Work, Social Studies
Technical Competence		Proven IT skills, use of Social media and engagement tools
Experience	Essential	Experience in volunteering locally Experience in recruiting through various channels Experience of leading and managing volunteers and performance related issues. Developing robust monitoring, evaluation and reporting processes
	Desirable	Direct experience of organising and co-ordinating workloads

Skills & Abilities	Essential	<p>Excellent organisational skills Effective verbal and written communication skills and the ability to deal with a diverse range of people Commitment to user engagement participation Skills in recruitment and staff selection Empathy with volunteers and an understanding of their needs Capacity to inspire and motivate others To have skills in supervision and management Ability to prepare and complete concise, clear reports/records on work undertaken Ability to plan work programmes, work to deadlines and work unsupervised within the agreed framework. Ability to delegate and use initiative Ability to prioritise work according to need Ability to work under pressure and be resilient Ability to work as a positive and constructive team member and to facilitate/attend team meetings A commitment to Health and Safety at work, including lone working Computer literate and familiar with systems used in the department</p>
	Desirable	<p>Experience of multi agency working</p>
Commitment To Equal Opportunities		<p>Awareness and understanding of multi-cultural and racial issues Knowledge and understanding of the impact of poverty within areas of material deprivation A strong commitment to anti-discriminatory practice</p>
Special Requirements		<p>A qualified driver with use of a car for work would be helpful but not essential</p>