

PERSON SPECIFICATION

The Community Builder should have:

Skills, abilities and attitude

- A positive 'can do' attitude
- Excellent organisational skills
- A passion to see community being built
- Self motivation and be a supportive team member in a busy environment
- Comfortable working for a faith based organisation
- Supportive of the overall aims, objectives and ethos of Old Lodge Lane Baptist Church*
- Ability to prioritise and to recognise when to step back enabling others to lead/make decisions
- Ability to communicate effectively with people from a diverse range of backgrounds including 'grass roots' community members and senior health and social care officers using presentations, face to face contact and in writing.
- The ability to rise to challenges in a fast-moving environment, be a creative problem solver.
- Ability to motivate and enable community members to take part in decision-making
- Competent IT skills including email, social media, MS Word, Excel
- Ability to work out-of-hours – including weekends and evenings
- Project management skills including financial planning, time management, project planning, monitoring and evaluation
- Project administration skills including note taking, event coordination and report writing
- Ability to work with respect for diversity and promoting equality of opportunity

Education, knowledge and Experience:

- At least 1 years' experience of community involvement/participation
- At least 1 years' experience in training, group work and/or facilitation

- Experience of working with people from a wide range of backgrounds including those marginalised by poverty and discrimination.
 - Experience of event co-ordination
 - Experience of multi-agency and partnership working
 - Experience of working with and managing volunteers
- * aims, objectives and ethos of Old Lodge Lane Baptist Church can be found via their website www.ollbc.org.uk