

CVA COMMUNITY BUILDER PERSON SPECIFICATION

The Community Builder should have:

1. Skills, abilities and attitude

1. A positive 'can do' attitude
2. Excellent organisational skills
3. Self motivation and be a supportive team member in a busy environment
4. Ability to prioritise and to recognise when to step back enabling others to lead/make decisions
5. 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.
6. The ability to rise to challenges in a fast moving environment, be a creative problem solver.
7. Ability to motivate and enable community members to take part in decision-making
8. Competent IT skills including email, social media, MS Word, Excel
9. Ability to work out-of-hours – including weekends and evenings
10. Project management skills including financial planning, time management, project planning, monitoring and evaluation
11. Project administration skills including note taking, event coordination and report writing
12. Ability to work with respect for diversity and promoting equality of opportunity

2. Education, knowledge and Experience:

1. At least 4 years experience of community involvement/participation
2. At least 1-2 years experience in Community building
3. Experience of working with people from a wide range of backgrounds including those marginalised by poverty and discrimination.
4. Experience of event co-ordination
5. Experience of multi agency and partnership working
6. Experience of working with and managing volunteers
7. Be trained on Asset Based Community Development