

Person Specification

Job Title: Community Development Coordinator

Attributes

- An affinity with people, demonstrating good human interaction, patience and a sense of humour
- Assertiveness and well-developed communication skills
- Integrity and community spirit
- A creative and innovative approach to delivering activities and group work
- An ability to achieve and maintain good working relationships within a small team and to be able to work on own initiative
- Reliable, conscientious and consistent
- Outcome focused

Essential Experience / Skills

- Excellent interpersonal skills and team working
- Experience in delivering community projects and partnership working
- Ability to plan and deliver projects, activities, group work and training
- Experience of monitoring, evaluation and reporting of project outputs, including project finances/budgets
- Experience of supporting and developing young people and people with barriers to employment
- Experience of working with people with additional needs and/or vulnerable groups
- Awareness of safeguarding; health and safety and data protection practices
- Experience of using IT packages e.g. Microsoft Office Suite, social media and interactive online platforms eg. Teams/Zoom
- Commitment to continuous and personal development

Desirable Experience / Skills

- A relevant qualification in a related discipline and /or 2-5 years working in youth and/ or community work/enterprise
- Experience of working with and providing support to volunteers