

**PERSON SPECIFICATION –**  
**Community Engagement Co-ordinator**

	<b>Essential</b>	<b>Desirable</b>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Minimum of three Highers or equivalent</li> <li>• National 5 English</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or Diploma in a relevant field, or a relevant qualification (SCQF Level 7)</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Microsoft 365 including Outlook, Excel and Word (or similar)</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding regarding the Third (Voluntary) Sector</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working or volunteering as a member of a team</li> <li>• Working or volunteering within an office environment</li> <li>• Producing written reports to a high standard for external audiences</li> <li>• Planning and co-ordinating events</li> </ul>	<ul style="list-style-type: none"> <li>• Working with child protection and safe guarding systems</li> <li>• Community fundraising</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• A positive and creative approach to tackling tasks</li> <li>• Flexibility to adapt work to suit changing needs</li> <li>• Ability to work on own initiative</li> <li>• Work in a spirit of openness, encouragement and enjoyment</li> <li>• Good oral and written communication</li> <li>• Ability to record work and manage own time</li> </ul>	