

Hebden Royd Town Council - Person Specification

Community Development & Communications Officer

POST GRADE: NJC Point 21-23 FTE £28,900 - £30,151 (Pay Award Pending) – Up to 0.6 FTE

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience of working in a role that involved empowering local people and communities.</p> <p>Extensive experience of communicating using social, print and other media to effectively engage communities.</p> <p>Experience of supporting the management of projects and initiatives.</p> <p>Experience of coordinating and developing partnership working with individuals, organisations & external bodies as well as managing and working effectively with volunteers with or within community groups.</p> <p>Experience of presenting findings to a wide audience.</p> <p>Experience of organising activities / events</p> <p>To demonstrate the ability to be an effective part of a team, supported by, and supporting colleagues.</p>	<p>Research and analysis skills demonstrating evidence of the ability to identify and analyse social problems / issues and develop innovative solutions.</p> <p>Experience of using social media to promote engagement and writing effective press releases</p>	<p>Application form, interview and references.</p>
QUALIFICATIONS / KNOWLEDGE	<p>Qualification in a relevant marketing or communications field and or youth / community work field to Degree level or equivalent experience.</p> <p>Skills in community development working with communities in a local authority or the voluntary sector.</p>	<p>Relevant professional / vocational qualifications</p> <p>Knowledge and awareness of the impact of multiple forms of deprivation on the lives of disadvantaged people.</p> <p>Knowledge of current trends in social</p>	<p>Education certificates</p> <p>Application Form</p> <p>Interview</p>

	Minimum GCSE (Grade C / 4 and above) in Maths and English.	media and communications Knowledge and awareness of climate change and its relation to other challenges people face.	
SKILLS AND ABILITIES	<p>Practical experience in working with communities to develop resources and materials in a variety of formats (digital, printed) to meet community priorities while empowering people to play a greater role in the development in their future</p> <p>Knowledge and understanding of how to effectively use a wide range of marketing and communication channels.</p> <p>Practical experience of working with and responding to the needs and priorities of diverse communities, with evidence of results being achieved</p> <p>A track record of working with partners to put in place innovative and new approaches to support communities to increase their control and influence over matters which affect them, which includes empowering others to play a greater role in service delivery.</p> <p>Evidence of working as part of a team to achieve results by breaking down the organisational barriers that prevent new ways of working.</p> <p>Evidence of self-evaluation and learning for best practice.</p> <p>An ability to demonstrate a high level of competence in IT skills including Microsoft Office. The knowledge and competent use of a variety of specialist computer software packages dealing with analysis and digital platforms/online resources.</p> <p>The ability to design and commission printed materials to the industry standard.</p> <p>The ability to combine CLD and design skills</p>	Ability to coordinate training for staff, volunteers and members of the community	From application form, questioning at interview and practical tests.

	<p>to advance community engagement and Development.</p> <p>Experience and understanding of the value and increased importance of community empowerment, relevant legislation and National Standards of Community Engagement.</p> <p>A track record of sharing learning with others.</p> <p>A commitment to focusing on prevention and tackling inequality.</p> <p>An ability to work to tight deadlines and respond quickly to demands.</p>		
TRAINING	Willingness to undertake training.	Further specialist training relevant to role	From application form and interview.
DISPOSITIONS / ADJUSTMENTS / ATTITUDE	<p>Self-motivated and proactive individual, able to use own initiative without supervision.</p> <p>Excellent time management and organisational skills with the ability to work under pressure. Successfully cope with a varied workload, prioritise and set deadlines and manage conflicting and changing demands.</p> <p>Flexible and adaptable with can do and problem-solving attitude.</p> <p>Commitment to and an understanding of equality and diversity issues.</p>		From questions at Interview and application form.
CIRCUMSTANCES	Available to work evenings and weekends when required		From questions at Interview and application form.