## **CVA COMMUNITY BUILDER**

## **PERSON SPECIFICATION**

The Community Builder will 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 community safety practitioners 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 1 year of experience working effectively in community involvement/participation

2. At least 1 year of experience in training, group work and/or facilitation

3. Experience of working effectively with people – particularly those aged under 25 - 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