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| PERSON SPECIFICATION |

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| JOB TITLE: Community Development Officer | SALARY: £21,000 pro rata |
| DATE PREPARED: Feb 2017 | HOURS: 21 hours |

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| **EXPERIENCE:** | | | |
| **Essential Criteria:** | **A I T** | **Desirable Criteria:** | **A I T** |
| At least 2 years’ experience of community development.  Experience of marketing a service across all sectors  Experience of working with a range of partner organisations  Interpreting and analysing data and preparing management reports. | A I  A I T  A I  A I | Experience of using financial management systems.  Knowledge of credit union financial procedures. | A I  A I |
| QUALIFICATIONS: | | | |
| Essential Criteria: | A I T | Desirable Criteria: | A I T |
| Minimum 5 GCSE’s (or equivalent) including English and Maths. | A |  |  |
| SKILLS AND KNOWLEDGE: | | | |
| Essential Criteria: | A I T | Desirable Criteria: | A I T |
| Strong IT skills and specifically proficient in the use of internet based systems and Microsoft Excel, Word and Powerpoint.  Excellent literacy, numeracy, communication and presentation skills. | A I T  I T |  |  |
| OTHER FACTORS: | | | |
| Essential Criteria: | A I T | Desirable Criteria: | A I T |
| Ability to work unsupervised and to deliver against agreed targets. | A I |  |  |
| PERSONAL QUALITIES: | | | |
| Essential Criteria: | A I T | Desirable Criteria: | A I T |
| Ability to influence and persuade others in pursuing the requirements of the Company.  Ability to deal with pressure, work to deadlines and remain focused at all times.  Ability to maintain self-motivation and work well on their own initiative and as part of a team. | A I  A I  A I |  |  |
| JOB CIRCUMSTANCES: | | | |
| Essential Criteria: | A I T | Desirable Criteria: | A I T |
| Must be prepared to attend Board meetings and to represent the Company at meetings with other organisations. These may require attendance outside normal office hours.  Must have full driving licence and access to a car. | A I  A |  |  |
| EQUALITIES: | | | |
| Essential Criteria: | A I T | Desirable Criteria: | A I T |
| Commitment to Equal Opportunities | I |  |  |