

## COMMUNITY COUNCIL FOR SOMERSET - PERSON SPECIFICATION FORM

POST: **Community Involvement Officer**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> Requirements necessary for safe and effective performance of the job	<b>DESIRABLE</b> Where available, elements that contribute to improved/immediate performance in the job
Education, Qualifications & Training	<p>'A' level or equivalent qualification.</p> <p>Willingness to undergo further relevant qualifications/training.</p>	<p>Relevant degree (or evidence of working at that level)</p> <p>Qualified business/social enterprise advisor (e.g. SFEDI, ILM level 5)</p>
Skills, Knowledge and Experience	<p>Managing a complex workload.</p> <p>Ability to effectively engage and work with local communities.</p> <p>Ability to see or create opportunities for CCS consultancy when meeting potential clients.</p> <p>An interest and understanding of rural issues.</p> <p>Knowledge of the local government and third sector structures and hierarchy.</p> <p>Experience in a number of the following areas:</p> <ul style="list-style-type: none"> <li>• Neighbourhood Planning</li> <li>• Social Enterprise</li> <li>• Community development work</li> <li>• Community consultation and engagement</li> <li>• Carrying out feasibility studies</li> <li>• Making funding applications to a range of funders</li> <li>• Drafting project proposals/negotiating contracts</li> <li>• Working with a range of community groups and other organisations.</li> </ul> <p>High level IT skills sufficient to be self-supporting both in the office and remotely.</p>	<p>Geographical knowledge of the specified districts of Mendip and South Somerset.</p> <p>Knowledge of the partnerships and key influencers with the specified districts of Mendip and South Somerset.</p> <p>Knowledge of the whole county of Somerset.</p> <p>Knowledge of partnerships within the whole county of Somerset.</p> <p>Experience of working within the voluntary sector.</p> <p>Experience of using crowdfunding platforms.</p> <p>Knowledge and experience of using social media</p>

Appearance / Disposition	Smart appearance. Friendly, approachable and enthusiastic	
Personality / General Attributes	<p>Excellent communication and presentation skills.</p> <p>Highly motivated and organised.</p> <p>Creative and entrepreneurial attitude.</p> <p>Ability to relate well to a wide variety of people, to achieve consensus and to engage and enthuse others.</p> <p>Ability to work on own initiative.</p> <p>Ability to work independently and as part of a team.</p> <p>Effective time management skills.</p> <p>Must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.</p>	
Special Circumstances	Will require travelling around the specified districts so a full clean driving licence is required and use of a reliable car insured for business purposes	