

Person Specification – Community Development Coordinator Yate

	Essential unless stated	Assessed on Application (A) or at Interview (I)
Education & qualifications	<ul style="list-style-type: none"> Qualification in Community Development or similar. (Desirable) An understanding of community development practices and principles Knowledge of the issues and opportunities facing local communities 	<p>A</p> <p>I</p> <p>I</p>
Knowledge and Experience	<ul style="list-style-type: none"> Minimum of 2 years experience working with volunteers, community development or community organising, in a paid or voluntary capacity. Understanding of Asset Based Community Development principles. Experience of supporting people to make changes for themselves. Experience of multi-agency working. Experience of co-ordinating meetings. Experience of delivering projects, events and community activities. 	<p>A</p> <p>I</p> <p>A</p> <p>A</p> <p>I</p> <p>A</p>
Job Related Skills	<ul style="list-style-type: none"> Excellent communication skills in written, telephone and face-to-face contact with the ability to communicate effectively with the public, staff from a wide range of community groups, officers of the Council and local Councillors Ability to build good relationships Ability to work on own initiative and prioritise workload Good IT skills. Competent with Excel, Teams, Outlook, word. 	<p>A</p> <p>I</p> <p>A & I</p> <p>I</p> <p>A</p>
Personal Skills & values	<ul style="list-style-type: none"> An understanding and commitment to championing equalities and inclusion Flexible and adaptable outlook Committed to championing the community voice A practical approach to problem solving 	<p>A & I</p> <p>A</p> <p>I</p>
Working conditions	<ul style="list-style-type: none"> A driving licence or access to transport Occasional evening and weekend working 	



Desirable	<ul style="list-style-type: none">• Experience of writing funding applications• Experience of working in Yate or a similar community• Effective use of social media, mailing lists and newsletters to develop and grow digital communities	
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Last updated: Jun 2025

Date of next review: Apr 2026