

## Person Specification – Community Cohesion Team Leader

	Essential unless stated	Evidenced at Application	Evidenced at Interview
<b>Qualifications &amp; Training</b>	Evidence of continuing professional development in community development, equality/diversity & inclusion (EDI), safeguarding, or related fields.	X	X
	Training and competency in data protection/GDPR and Health & Safety compliance.		X
	Formal training in Prevent (or equivalent counter extremism awareness), bystander intervention, unconscious bias/privilege, or facilitation of “safe space” conversations. (Desirable)	X	X
<b>Experience &amp; Knowledge</b>	Proven experience of supervising and support others including recruitment, induction, supervision, performance management, and development.	X	
	Contract and grant management experience: reporting, liaison with commissioners/funders, monitoring outcomes, and seeking/securing ongoing funding.	X	
	Direct delivery experience in community cohesion or community development, including partnership working across local authorities and VCSE organisations, empowering individuals to action in their own lives, or through co-production.	X	X
	Experience building, and coordinating multi agency groups (e.g., action groups, task and finish groups)	X	X
	Demonstrable work with communities of identity and/or excluded groups and championing lived experience voice and advocacy (e.g., Gypsy, Roma and Traveller communities; people living with dementia; peers in recovery; disabled people; faith and ethnic minority groups; carers; older people, youth).	X	X
	Experience using quantitative and qualitative data (surveys, tension monitoring, equalities data) to identify inequalities and develop action plans with partners.	X	X
	Strong understanding of community cohesion principles: building trust and respect, welcoming and inclusive spaces, reducing prejudice and discrimination, and connecting people across cultures/ages/experiences.		X
	Working knowledge of EDI best practice, inequality drivers, and practical approaches to inclusion in services and community settings.		X
	Awareness of safeguarding responsibilities in community contexts and safe space facilitation.		X
	Familiarity with local VCSE landscape and public sector partners; ability to navigate multi agency environments.		X

	Local knowledge of South Gloucestershire communities, networks, and priority cohesion issues. (Desirable)		
<b>Job Related Skills</b>	Leadership & People Management: Ability to coach, supervise, set objectives, give balanced feedback, and manage performance with empathy and accountability.		X
	Partnership & Stakeholder Management: Ability to build trusted relationships with community groups, faith/ethnic associations, equalities networks, and local authority teams; skilled convenor and collaborator.		X
	Communication & Facilitation: Clear written and verbal communication; confident facilitator of sensitive conversations; able to tailor messages for communities, partners, and funders.	x	X
	Programme & Contract Delivery: Strong planning, organisation, and risk management; maintains documentation, reports, and evidence to deadline/quality.	X	X
	Data informed Practice: Comfortable using surveys, qualitative insights, and equalities data to shape activity and evaluate outcomes.		X
	Funding & Sustainability: Able to identify opportunities, develop proposals, and steward relationships to sustain programmes.		X
	Values led Practice: Models inclusion, respect, and strengths-based community development; promotes organisational policies (Equal Opportunities, GDPR, Safeguarding, H&S).		X
<b>Personal Skills &amp; values</b>	Inclusive & Person centred: Actively seeks and amplifies lived experience; ensures everyone feels welcome, safe, and respected.		X
	Collaborative & Community minded: Prioritises partnership, shared learning, and co production; supports VCSE capacity building.		X
	Accountable & Reflective: Uses feedback for continuous improvement; transparent about decisions, risks, and outcomes.		X
	Resilient & Calm under Pressure: Handles tension monitoring insights and crisis communications with composure and care.		X
	Ethical & Professional: Adheres to policies and promotes compliance across the team.		X
<b>Working conditions</b>	Ability to travel across South Gloucestershire, with Kingswood or Patchway as office base; occasional home working.	X	
	Willingness to work flexibly (occasional evenings/weekends for community events, training, and partner meetings).	X	X

**Last updated:** Dec 2025

**Date of next review:** Apr 2026