

Person Specification – Community Development Coordinator Little Stoke

	Essential unless stated	Evidenced at Application	Evidenced at Interview
Education & qualifications	Qualification in Community Development or similar. (Desirable).	X	
	An understanding of community development practices and principles.		X
	Knowledge of the issues and opportunities facing local communities.		X
Knowledge and Experience	Minimum of 2 years experience working with volunteers, community development or community organising, in a paid or voluntary capacity.	X	X
	Understanding of Asset Based Community Development principles.	X	X
	Experience of working with people to make changes for themselves.		X
	Experience of multi-agency working.	X	
	Experience of co-ordinating meetings.	X	
	Experience of delivering projects, events and community activities.	X	
	Experience of writing funding applications (Desirable).	X	
	Effective use of social media, mailing lists and newsletters to develop and grow digital communities (Desirable).	X	
Job Related Skills	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.		X
	Ability to build good relationships.	X	
	Ability to work on own initiative and prioritise workload.		X
	Good IT skills. Competent with Excel, Teams, Outlook, word.		X
Personal Skills & values	An understanding and commitment to championing equalities and inclusion.	X	
	Flexible and adaptable outlook.		X
	Committed to championing the community voice.	X	
	A practical approach to problem solving.		X
Working conditions	A driving licence or access to transport.		X
	Occasional evening and weekend working .		X

Last updated: Dec 2025

Date of next review: Apr 2026