Person Specification – Head of Community

	Essential unless otherwise stated	Evidenced at Application	Evidenced at Interview
Qualifications & Knowledge	Degree-level qualification or equivalent experience in community development, social policy, or related field.	X	
	In-depth understanding and practical experience of Asset-Based Community Development (ABCD).	X	X
	Knowledge of community cohesion, sustainability, resilience, and tackling inequality.	X	X
	Familiarity with governance, compliance, and good practice in areas such as GDPR, safeguarding, and risk management.		X
	Experience in climate action or environmental sustainability projects (Desirable).		X
	Familiarity with continuous professional development approaches in community work (Desirable).		X
Experience	Proven track record in **strategic leadership** within community development or similar sectors.	X	
	Experience in **income generation**, including identifying new business opportunities and diversifying funding streams.	X	X
	Demonstrated ability to **develop partnerships** with local authorities, housing associations, and community organisations.		X
	Experience managing teams, including recruitment, supervision, performance management, and professional development.	X	X
	Delivery of contracts and programmes, including monitoring, reporting, and impact measurement.	X	
	Experience in climate action or environmental sustainability projects (Desirable).		X
	Previous involvement in dementia support, volunteering programmes, or work with priority neighbourhoods (Desirable).	X	
Job Related Skills	Strong leadership and coaching skills to develop high-performing teams.	X	X
	Excellent communication and relationship-building skills with diverse stakeholders.		X
	Ability to use both qualitative and quantitative data for evaluation and storytelling.		X
	Strategic thinking with the ability to translate vision into practical action.		X

	Financial acumen for setting budgets and managing income/expenditure.		X
	Strong IT skills including use of social media, MS office, databases, and management information software	X	
Personal Skills & values	Commitment to equality, diversity, and inclusion.	X	
	Highly organised, adaptable, and able to work independently.		X
	Passionate about community empowerment and creating fairer, sustainable communities.	X	X
	Willingness to travel across South Gloucestershire and occasionally work from home.		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