

<b>Person Specification</b>		
<b>Aspect</b>	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Natural communicator</li> <li>• Entrepreneurial</li> <li>• Creative</li> <li>• Organised</li> <li>• Empathy with the need for and processes of community and personal development</li> </ul>	
<b>Educational and training attainment</b>	<ul style="list-style-type: none"> <li>• Educated to degree or equivalent life/ work experience.</li> <li>• A record of career development and progression through experience and training</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised qualification relevant to the work activities</li> <li>• Recognised qualification in Community Development</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Community engagement</li> <li>• Project management</li> <li>• Ability to lead a team of employees and volunteers</li> <li>• Consensus building</li> <li>• Enabling people to develop their potential</li> <li>• Entrepreneurial approach to seeking and developing new opportunities</li> <li>• Ability to engage sources of help on behalf of communities</li> <li>• Partnership working</li> <li>• Written and verbal communication, reporting and presentation.</li> <li>• Ability to work under own initiative and as part of a team</li> <li>• Ability to plan and manage own workload</li> <li>• Financial and Budget management</li> <li>• Ability to produce documents in Word, including the use of mail merge, and spreadsheets in Excel</li> <li>• Willingness to develop the use of electronic forms of communication</li> </ul>	<ul style="list-style-type: none"> <li>• Research within communities</li> <li>• Ability to use databases</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Working in a project environment, enabling a diverse range of people to overcome disadvantage, bringing about change and transition</li> <li>• Awareness of issues affecting rural communities</li> </ul>	<ul style="list-style-type: none"> <li>• Community and or social enterprise development</li> <li>• Social, economic and environmental issues and 'drivers' in Cumbria</li> <li>• Business planning and development</li> <li>• Knowledge and experience of charity accounting</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to represent the organisation in County, Regional, and National events.</li> <li>• Personal access to private transport which will enable work throughout the area</li> </ul>	