



**PERSON SPECIFICATION:  
COMMUNITY CO-ORDINATOR (PEOPLE IN PLACE)**

COMPETENCIES	ESSENTIAL	DESIRABLE
<p><b>Achieving:</b> Being clear about objectives and priorities and with a focus on reaching communities traditional grant-making doesn't through innovative asset-based community empowerment. Promoting change and making improvements that helps Corra Foundation to deliver against its strategy.</p>	<ul style="list-style-type: none"> <li>• Plan, organise and prioritise work to deliver the programme;</li> <li>• Complete work to agreed standards of accuracy and thoroughness.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to appraise and implement suggested changes to working methods where benefits can be recognised.</li> </ul>
<p><b>Communication:</b> Communicate effectively, both orally and in writing. Consider the needs of diverse audiences, appropriate mediums and the role of technology in contributing to enhanced communications.</p>	<ul style="list-style-type: none"> <li>• Ability to question and clarify where necessary;</li> <li>• Listen actively to others i.e. listen in order to understand the idea or viewpoint being expressed;</li> <li>• Being able to communicate and actively promote the initiative across the whole community;</li> <li>• Ability to motivate and communicate with a team of volunteers;</li> <li>• Communicating and building strong relationships with a wide range of stakeholders;</li> <li>• Strong communication skills to engage working groups and audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering presentations;</li> <li>• Awareness and use of social media;</li> <li>• Awareness and understanding of using appropriate media processes.;</li> <li>• Communicate effectively at all levels, both internally and externally and to diverse groups.</li> </ul>
<p><b>Managing Yourself:</b> Being aware of how far your abilities extend and taking personal responsibility for your own actions and development. Develop and display confidence. Accept and embrace change.</p>	<ul style="list-style-type: none"> <li>• Be self-motivated, organise own work schedules and manage time effectively;</li> <li>• Be willing to accept and embrace change and see change in a positive light;</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Be based within the community or surrounding area;</li> <li>• Have an ability to work flexibly within the community;</li> <li>• Have a 'can do' attitude.</li> </ul>	
<p><b>Organisational &amp; Sector Awareness:</b> Able to relate internal and external factors to broader issues within the voluntary sector.</p>	<ul style="list-style-type: none"> <li>• To have an understanding of the programme's ethos and key objectives and how these fit with Corra Foundation's objectives;</li> <li>• To have an understanding of local and national policy in relation to community development.</li> </ul>	
<p><b>Relationship:</b> Able and willing to address needs of colleagues, applicants, other partners and stakeholders. Operating with consistency, awareness of sensitivities and adhering to guidelines. Building networks and partnerships to enhance service delivery and organisational credibility.</p>	<ul style="list-style-type: none"> <li>• Experience of working directly and building strong relationships with communities;</li> <li>• Listen to, establish and respond positively to different stakeholder needs;</li> <li>• Experience of providing support and supervision for volunteers;</li> <li>• Provide a consistently professional and helpful point of contact to stakeholders;</li> <li>• Operate within agreed guidelines in sharing information with stakeholders;</li> </ul>	<ul style="list-style-type: none"> <li>• Operate with impartiality, fairness and diplomacy.</li> <li>• Experience of building networks.</li> </ul>
<p><b>Team Working:</b> Co-operating with and considering others. Sharing knowledge and resources, striving for good working relationships. Respecting and valuing individual differences. Valuing and promoting team working.</p>	<ul style="list-style-type: none"> <li>• Ability to facilitate and support the process of community capacity and support communities to bring ideas into action;</li> <li>• Support and empower local people;</li> <li>• Build and maintain networks that will aid the delivery of the Community ideas into action;</li> <li>• Build and maintain good working relationships with all colleagues;</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Co-operate with colleagues on areas of work, sharing knowledge and experience where appropriate.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with local communities to get things done;</li> <li>• Relevant experience of working with communities , putting ideas into action;</li> <li>• Relevant experience of researching the local area;</li> <li>• Relevant experience of project design and development;</li> <li>• Good facilitation skills;</li> <li>• Knowledge or Experience of Community Planning;</li> <li>• An ability to identify locally driven solutions and ideas;</li> <li>• Be proficient in data gathering of monitoring and evaluation data and report writing;</li> <li>• Understanding of evaluation and monitoring principals and methods;</li> <li>• Working knowledge of Microsoft IT systems;</li> <li>• Use of spreadsheets and databases to record information, produce statistical information and make calculations.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an understanding of the role of community connectors;</li> <li>• Experience in or understanding of community development practice, specifically Asset-based Community Development (ABCD) and the tools used such as “asset mapping”;</li> <li>• Knowledge of policy in relation to community learning and development.</li> </ul>
<b>Education, qualifications, training</b>	<ul style="list-style-type: none"> <li>• PVG scheme registration (upon appointment to the role)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Community Development</li> <li>• Clean full driving license</li> </ul>
<b>Personal attributes</b>	Strong ethical approach, attentive, conscientious, approachable, helpful, honest and caring.	

