



# VENTNOR TOWN COUNCIL



PERSON SPECIFICATION

COMMUNITY DEVELOPMENT OFFICER

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## ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE

## ASSESSED BY

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- 1) Five GCSE A\*-C passes including English and Maths, or equivalent level 2 grades

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  - 2) Experience of project development and management

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  - 3) Experience of making and managing funding applications

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  - 4) Good knowledge of Microsoft Office programmes and familiarity with Email and Internet use

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  - 5) Good written and oral communication skills

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  - 6) Previous experience with a voluntary/community sector organisation

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  - 7) Awareness of issues facing deprived communities

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  - 8) Ability to engage in networking with other agencies and an understanding of their relevance to local communities

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  - 9) Ability to act on own initiative and manage variety and volume of work to agreed deadlines

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  - 10) An understanding of confidentiality issues

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  - 11) Experience of collating information and preparing reports

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  - 12) Willingness to work evenings and weekends as necessary

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Application  
form  
& Interview

## DESIRABLE QUALIFICATIONS, SKILLS & EXPERIENCE

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- 13) Degree level qualification in relevant subject area

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  - 14) Recognised qualification in Community Development

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  - 15) Understanding of community enterprise and regeneration

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  - 16) Previous experience of Community Development work

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