

## Brookside Big Local Coordinator: Person Specification

| <b>Skills and Experience</b>   |  |  |
|--|--|--|
| <b>Essential</b>   | <b>Desirable</b>   | <b>How Assessed</b>  |
| <b>Education and Qualifications</b>  |  |  |
| <p>Excellent written and verbal communication skills</p> <p>Appropriate level 3 or above qualification</p>   |  | <p>Application form, interview</p>                                 |
| <b>Experience</b>  |  |  |
| <p>Experience of</p> <ul style="list-style-type: none"> <li>• Working or volunteering in excluded groups or communities</li> <li>• Understanding and motivating people with different skills</li> <li>• Developing action plans and monitoring progress</li> <li>• Successful funding through grant applications</li> <li>• Working with a number of different partners</li> <li>• Delivery of successful community initiatives</li> <li>• Project planning , meeting targets and reporting</li> </ul> | <p>Experience of supporting volunteers</p> <p>Good local knowledge</p> <p>Experience of working with voluntary and public sector organisations</p> <p>Delivery of successful community development/regeneration projects</p> | <p>Application form</p> <p>Interview</p> <p>Interview exercise</p> |

| <b>Skills and Experience</b>   |   |   |
|--|---|---|
| <b>Essential</b>   | <b>Desirable</b>  | <b>How Assessed</b>                                 |
| <b>Communication</b>   |   |   |
| Ability to <ul style="list-style-type: none"> <li>• Prepare and deliver reports for a variety of different audiences</li> <li>• Attend and participate in complex meetings as a representative of Brookside Big Local</li> <li>• Mediate between diverse sectors and interests</li> </ul>  | Experience of communicating with the media  | Application form<br>Interview<br>Interview exercise |
| <b>General Skills</b>  |   |   |
| <ul style="list-style-type: none"> <li>• Good IT skills including word, email and social media</li> <li>• Excellent organisational skills</li> <li>• Good administrative skills</li> <li>• Ability to routinely travel throughout Telford</li> </ul>   | Knowledge of relevant legislation including safeguarding, Health and Safety and Data protection | Application form<br>Interview                       |
| <b>Personal Characteristics</b>  |   |   |
| <ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to resident led initiatives</li> <li>• Able work on own initiative and self manage</li> <li>• Approachable, enthusiastic and confident</li> <li>• You should care about people and treat everyone with respect</li> <li>• Resilient and able to reflect on own performance</li> <li>• Able to work flexibly including weekends and evenings</li> </ul> |   | Interview   |