

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Community Activities Coordinator

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)					
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate
Education & Qualifications	1	Activities Co-ordinator related qualification or equivalent	D	X	X				X
	2	Good standards in English and Mathematics (Grade C or above, NVQ Level II)	E	X	X				X
	3	Information, Advice & Guidance Qualification NVQ Level 2 or above	D	X	X				X
Experience	4	Previous experience in a similar role organising creative and varied activities	D	X	X				
	5	Experience of data collection and collation, including writing reports and case studies	E	X	X				
	6	Proven experience of using a wide range of IT including Microsoft Word, Excel, PowerPoint, Internet/email, database or MI systems including use of complex data sources.	E	X	X				
	7	Experience of working within a funded regulated role, tracking improvements using Action Plans/STAR outcomes or similar	D	X	X				
	8	Experience of following safe lone working practice guidelines	D	X	X				
	9	Experience in customer facing role with confidence to manage difficult customers.	E	X	X				
Knowledge	10	Knowledge of the local voluntary and community sector and experience of working with people who have multiple barriers	E	X	X				
	11	Understands the importance in both customer relationships & teamwork.	E	X	X				

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	12	Flexibility and be able to adapt to the needs of participants	E	X	X				
Personal Skills	13	Excellent communication skills and the ability to deliver induction and training to staff and/ or participants	E	X	X				
	14	Ability to work on own initiative and self-manage work load whilst being a team player and recognising the importance of partnership working	E	X	X				
	15	Adaptable to many situations, resourceful in approach & ability to problem solve.	E	X	X				
	16	Caring and empathetic nature	E	X	X				
	17	Ability to build effective and professional relationships with colleagues, customers & external organisations.	E	X	X				
	18	Flexibility and be able to adapt to the needs of participants, motivating people who lack confidence	E	X	X				
	19	Knowledge of writing and completing risk assessments	E	X	X				
	20	Ability to maintain confidentiality as required.	E	X	X				
Additional Requirements	21	Prepared to undertake occasional work out of hours	E	X	X				
	22	A commitment to Equal Opportunities and Diversity in all work practices	E	X	X				
	23	Full Driving Licence	E	X					
	24	An appreciation and commitment to Health and Safety issues in the workplace	E	X	X				