

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree, HNC or equivalent relevant experience	Community Development or Culture and the Arts or Libraries Management	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Community Development	Experience and knowledge of community development, including working in rural communities	E
Cultural activity	Knowledge and understanding of one or more of: working on arts/ cultural activity, library service delivery, Arts Council England priorities for arts.	E
Local Government	An understanding of the County Council structure and how to work effectively within it.	D
Project co-ordination	Understanding of project reporting and evaluation	E
Safeguarding	Demonstrable understanding of how to employ safeguarding legislation in a working environment.	E
Skills		
Self management	Including prioritising, managing deadlines and being flexible to meet the needs of the role.	E
Planning and organisational skills	Advanced organisational skills including ability to manage own time effectively and efficiently, organising events and planning your work to deliver effectively.	E
Financial and budgeting skills	Ability to generate financial reports to external funding body, as well as controlling the budget and reporting internally on a quarterly basis.	
Interpersonal skills	Advanced interpersonal skills, working effectively with people from a broad community environment and with mixed abilities.	E

Verbal and written communication skills	A proven ability to build relationships and communicate on a variety of levels, including presentations and report writing, facilitating, persuading and influencing.	E
IT competence	Extensive and comprehensive IT skills. Ability to use Microsoft Office competently. Ability to quickly learn the necessary CCC systems.	E
Travel around the County	Ability to travel around the County to attend meetings and events, often in rural locations which might be inaccessible by public transport, and to work in a variety of locations.	E
Experience		
Project co-ordination	Demonstrable experience of effective delivery of project/ programme work.	E
Promotion	Experience of developing effective promotional materials.	E
Third Sector Engagement	Experience of working with local government/public sector and Third Sector Partners.	E
Reporting	Experience of project reporting and evaluation	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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