

## 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
<b>Knowledge</b>		
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 Governmnet	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
<b>Skills</b>		
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
<b>Experience</b>		
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?	<b>None</b>	Standard
	Enhanced	Enhanced with barred list checks

#### Work type

What work type does this role fit into?	Fixed	<b>Flexible</b>	Field	Home
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