



Community Projects Officer **Person Specification**

Qualifications - Essential

Good standard of general education to GCSE/GCSE equivalent, or higher. To include English and Maths grade C and above, or equivalent

Knowledge, Skills and Experience - Essential

Ability and experience in managing projects and events from planning through to completion stages

A flexible approach to working regular evenings and occasional weekends to coincide with meetings or events

Excellent communication skills and knowledge of engagement techniques

A strong team player with the ability to develop and maintain productive working relationships with both Councillors and internal colleagues when working in a home-based environment

Ability to use initiative and to be self-motivated and have a hands-on practical approach

An ability to manage time and workload, balancing priorities while working on a range of projects or events simultaneously in order to meet deadlines

Sound knowledge of the local area

Competent in the use of word-processing and database package and the internet

Sound numeracy skills to compile and interpret statistical and financial information

Decisive, logical thinking with creative problem-solving ability

Ability to handle confidential information with discretion, sensitivity and in a GDPR compliant way

Knowledge, Skills and Experience - Desirable

Experience of developing consultation plans and managing consultation processes

Experience of working in a local authority setting and knowledge of local government administration practices and principles

Experience of working in a community led environment

Interest in local issues

Experience of researching, producing reports, and minute taking skills

The Person

Attributes and Behaviours

Professional and courteous manner

Planning and organising

Manage time and resources by prioritising and organising effectively

Identifies quickly what is important and prioritises accordingly

Establishes clear roles and responsibilities for self and others

Maintains flexibility in working plans to allow for changing circumstances

Works in a planned and structured way

Uses systems and tools to ensure records and audit trails are clear and up to date

Team Working

Works collaboratively with others, plays a positive role in teams and establishes and grows relationships across the project where different skills, expertise and opinions are sought and valued

Respects the expertise and contributions of others even if own opinion is different

Shares relevant and useful information

Keeps other team members and Councillors up to date with progress

Willing to help others and share workloads

Supportive of Council and team decisions

Encourages others to get involved

Communicating

Uses clear, concise, and accurate communication, tailoring the approach accordingly and encouraging a two-way communication process

Uses group meetings, one to ones, informal discussions/chats, briefing sessions etc, both face to face and electronically using audio/visual communication (Zoom, Teams etc.,) as appropriate/necessary

Tailors content of communication to the audience, changing style tone and format appropriately

Other Considerations

Ability and willingness to work from home, having the use of reliable and effective communication provision (good internet/wifi and telephone signal – use of own mobile/phone preferable, to be discussed and on a mutually agreeable basis)

A computer or laptop will be provided for home use.

Ability to drive and have the use of a vehicle for occasional business use, meeting attendance, site meetings, office visits, etc., (an allowance is payable for business mileage)

Whilst the basic working week is 20 hours per week, the post holder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post with additional payments being made at the standard rate

Ability and willingness to work additional contracted hours if they become available in the future

The post holder will be expected to maintain political neutrality in relation to the work of the Council.

Burbage Parish Council is committed to being a fully inclusive employer which actively recruits, supports, and retains staff from all sectors of society. We are an equal opportunities employer and encourage applications from everybody, regardless of race, sex, ethnicity, religion, nationality, sexual orientation, age, disability, gender identity, marital status/civil partnership, as well as being open to flexible working practices.