

Birchfield BIG LOCAL - Community Engagement Officer

Person Specification

Knowledge / Skills required	How Assessed	Importance (5 high - 1 low)
Local knowledge of the Birchfield Neighbourhood	Interview and Application Form	3
Experience of working with a Management Committee	Interview and Application Form	3
Experience of organising community events	Interview and Application Form	5
Experience of writing reports or documents	Application Form	3
Excellent listening and communication skills	Interview and Application Form	5
Experience of outreach and engagement work	Interview and Application Form	5
Being able to relate well with different people from varying faiths and age groups	Interview and Application Form	4
Experience of problem solving	Application Form	3
Experience of working with external partners such as the Police, City Council, NHS, Housing etc.	Interview and Application Form	3
Able to work as part of a team as well as individually	Interview and Application Form	4
Able to work on own initiative	Application Form	4
Commitment to and understanding of Equal Opportunities and other statutory policies.	Application Form	4
Record keeping and computer skills	Application Form	3

At the shortlisting stage candidates will be assessed on the information provided on the application form, matched against the criteria of the post. It is important therefore that every opportunity is taken to demonstrate in your written submission the degree to which you meet the criteria.