

Community Development Officer Person Specification

Job Title	Essential	Desirable
Education & Qualifications		
Possession of relevant professional qualification and/or equivalent experience	X	
Experience & Knowledge		
Sound knowledge and demonstrable experience of effective community development/regeneration work – particularly empowering communities and supporting local groups.	X	
A good understanding of the voluntary and social housing sector and Glasgow's public and 3 rd sector environments.	X	
Experience of developing/delivering community projects/ programmes which have the potential to improve people's lives.	X	
Developing and supporting tenant/community or similar groups.	X	
Knowledge of tenant scrutiny and participation.		X
Experience in identifying community needs and developing projects to meet that need (including appropriate partners and stakeholders) and the assessment of the success of the project.	X	
A proven track record of successful grant funding applications and the appropriate distribution of awards with experience in measuring impacts/outcomes and reporting on same (for funders, management committees etc).	X	
A proven ability to manage a variety of projects to time and budget.	X	
Experience of working with strategic and operational partners to deliver services within a community.	X	
Experience developing and supporting employment, training and educational initiatives for tenants and community members.		X
Experience of supporting the creation of and management of community spaces/facilities.		X
Planning and co-ordinating community events and activities that help support community cohesion and bring local people together.	X	

Job Title	Essential	Desirable
Experienced in producing publications for tenant/customer information and consultation purposes (newsletters etc).	X	
Experience of writing and presenting reports, policies and strategies to a Board of Management or equivalent.	X	
Experience of recruiting and supporting volunteers.		X
Skills & Abilities		
Excellent communication skills both written, verbal and presentational with the ability to tailor these to the audience.	X	
Proven ICT skills in a range of Microsoft packages and proficient in the use of Social Media to promote activities.	X	
Ability to work pro-actively and on own initiative and also as part of a team.	X	
Organised and able to manage a diverse workload with competing priorities ensuring targets and deadlines are achieved.	X	
Project management skills with the ability to manage community projects of varying size and complexity.	X	
An innovative thinker with a 'can-do' approach to problem solving and in developing new ideas.	X	
Be outward looking and apply new ideas and best practice from inside and outside the sector	X	
Customer focussed with a commitment to delivering excellent service to customers.	X	
Strong negotiating and influencing skills with a calm and assertive manner.	X	
Ability to analyse and interpret statistical data and other information and identify needs and priorities.	X	
Other Requirements		
Hold a current, full UK driver's license.		X
Flexible attitude to working hours which will include occasional evening and weekend work.	X	
A commitment to the ethos, values and objectives of Shettleston Housing Association.	X	