

Person Specification – Communications + Engagement Team Manager (maternity leave)



Essential criteria

Qualifications, skills and experience

- A strong track record of working in community development
- Excellent staff management and leadership skills
- Proven experience of leading a team to deliver a project or service
- Excellent project management, financial and budgeting skills
- Excellent communication skills, oral and written
- Experience of monitoring, evaluation and reporting
- Excellent organisational skills
- Proven ability to plan a diverse workload and use initiative
- Track record of developing and writing successful funding applications
- Good literacy, numeracy and IT skills, including use of Microsoft Excel
- Able to travel within the local area

Knowledge

- Good knowledge of environmental issues and in particular climate change, sustainable transport and waste reduction
- Understanding of the community and voluntary sector

Personal qualities

- Enthusiastic about engaging people in the environment and carbon reduction
- Genuine interest in community development and engagement
- Flexibility and the ability to adapt according to the needs of the project
- A positive, supportive attitude and ability to motivate and encourage others
- A commitment to being environmentally friendly
- An interest in social justice and helping people in hardship
- A willingness for continued learning and personal development

Desirable criteria

- A qualification in community development, project management or leadership
- Experience of working with and supporting volunteers
- Experience of partnership working
- Experience of developing and delivering training, events or workshops
- Experience of marketing and promotion