



Crownway Community Centre
Person Specification
Development Support Worker

Key Criteria: Candidates will be assessed from a combination of information provided on the application form, interview, presentation and references	Desirable or Essential	Determined by Application Form / Interview / Reference
Qualifications / Education		
1. Good standard of education (GCSE grade 1 and above, or equivalent)	Desirable	A
2. Committed to continual professional development	Essential	A
Experience / Knowledge		
3. Knowledge and understanding of the social and economic challenges that impact local neighbourhoods	Essential	A/I
4. Experience of delivering inclusive customer focused services within a community-based setting	Desirable	A/I
5. Experience of working with volunteers with an understanding of good practice in relation to their supervision and development	Desirable	A/I
6. Proven track record of organising and producing promotional and marketing materials and activities to specific audiences	Essential	A/I
7. Experienced in implementing effective monitoring and evaluation techniques to gather and report on success, impact and need.	Essential	A/I
8. Direct experience of identifying and applying for grants; organising fundraising activities and income generation initiatives.	Essential	A/I
Skills /Abilities		
9. Excellent interpersonal and communication skills to motivate, influence and support individuals in achieving their potential	Essential	A/I
10. Proven skills in the use and application of social media and web-based resources to effectively promote services and activities	Essential	A/I
11. The ability to forge effective working relationships with a range of individuals, groups and partner agencies in order to achieve organisational aims and objectives	Essential	A/I
12. Competent using Microsoft software (inc. Office)	Essential	A
13. Proven ability to manage and prioritise a diverse and demanding workload and work to deadlines	Essential	A/I/R
Personal Qualities		
14. Friendly and approachable manner to inspire confidence, trust and respect	Essential	A/I/R
15. Commitment to the concept and implementation of equality and diversity good practice	Essential	A/I
16. Excellent team worker with the ability to work alone using own initiative	Essential	I/R
17. Self-motivated, reliable, enthusiastic and committed to the achievement of personal and organisational goals	Essential	A/I/R
Other Requirements		
18. Available to work occasional evenings or weekends	Desirable	A