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| **Crownway PROJECT WORKER – Person Specification**  **Key Criteria:**  **Candidates will be assessed from a combination of information provided on the application form, interview, presentation, and references** |  |  |
| **Qualifications / Education** |  |  |
| 1. Good standard of education (GCSE grade 1 and above, or equivalent) | Desirable | A |
| **Experience / Knowledge** |  |  |
| 1. Direct experience of developing and managing community-based projects | Essential | A/I |
| 1. Experience of working in community-based settings to reach the more isolated members of the community | Desirable | A/I |
| 1. Experienced in the recruitment and management of volunteers | Essential | A/I |
| 1. Experience of producing information and promotional materials for targeted audiences | Essential | A/I |
| 1. Experience of implementing a range of tools and mechanisms to effectively monitor and evaluate the impact and continual improvement of services | Essential | A/I |
| 1. Working knowledge of risk management and health and safety requirements within community-based activities | Essential | A/I |
| 1. Knowledge and understanding of Safeguarding principals in relation to children and vulnerable adults. | Essential | A/I |
| **Skills /Abilities** |  |  |
| 1. The ability to influence and motivate individuals and groups to increase participation and involvement in services and activities. | Essential | A/I |
| 1. Excellent communication skills both verbal and written | Essential | A/R |
| 1. The ability to forge effective working partnerships with a range of individuals, groups, and partner agencies | Essential | A/I |
| 1. Good working knowledge and competency using Microsoft XP software and social media platforms | Essential | A |
| 1. Ability to manage and prioritise a diverse and demanding workload and work to deadlines | Essential | A/I |
| **Personal Qualities** |  |  |
| 1. Friendly and approachable with a good sense of humour | Essential | A/I |
| 1. Commitment to the concept and implementation of equality and diversity good practice | Essential | I/R |
| 1. Excellent team worker with the ability to work alone | Essential | I/R |
| 1. Self-motivated, enthusiastic, and focused | Essential | A/I |
| **Other Requirements** |  |  |
| 1. Ability to occasionally work evenings or weekends | Desirable | A |