Person Specification:
Community Engagement and Partnership Coordinator

Factor	Essential Criteria		Desirable Criteria	
Experience, Skills and Abilities	• Excellent written and oral communication skills including the ability to give confident and persuasive public presentations.	A/I	• Knowledge and understanding of the local voluntary support landscape.	A
	• Ability to lead and facilitate meetings, workshops, and collaborative sessions effectively to achieve specific outcomes.	A/I/T	• Experience securing funding through bid writing, sponsorship, or other fundraising initiatives to support community engagement and partnership activities.	A
	• Experience of community engagement in public facing roles.	A/I/T		
	• Experience of developing promotional material in both print and web content and ability to adapt information to the needs of different audiences.	A/I		
	• Experience developing and implementing innovative engagement methodologies which are tailored to the audience.	A/I		
	• Understanding of the cultural, social, and economic dynamics within the community, along with a commitment to promoting diversity, equity, and inclusion.	A/I		

	• Excellent planning and organisational skills with the ability to work unsupervised and to effectively time manage complex projects.	A/I		2
	• Confident and effective in building relationships with different stakeholders and maintaining a strong network of contacts.	A/I		
	• Good technical skills and use of Microsoft packages.	A/I		
Other Requirements	• A willingness to work evenings and weekends as required.	A		

Demonstrable by A = Application / I = Interview / T = Test