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| **Personnel Specifications** |  |
| 1. **Qualification/Education** |  |
| * Educated to degree level or other country equivalent | **Essential** |
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| 1. **Experience** |  |
| * Minimum 1 year frontline working experience in Community Development | **Essential** |
| * Minimum 1 year experience of policy work, as well as the ability to write effective policy recommendations reports and evaluations | **Essential** |
| * Experience of training design and delivery | **Desirable** |
| * Experience of local media (print and radio), as well as the ability to write effective press statements | **Desirable** |
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| 1. **Knowledge** |  |
| * Understanding of Good Relations issues | **Essential** |
| * Understanding of race equality legislation | **Essential** |
| * Understanding of Community Development Principles, values and good practice. | **Essentail** |
| * Knowledge of the Traveller Community | **Desirable** |
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| 1. **Abilities, aptitudes and skills** |  |
| * Demonstrated strong planning and organisational skills | **Essential** |
| * Demonstrated ability to communicate clearly in both verbal and written English | **Essential** |
| * Demonstrated ability to work to deadlines | **Essential** |
| * Demonstrated ability to work with groups in an inclusive and participatory matter | **Essential** |
| * Demonstrated ability to work, communicate and liaise with a range of individuals, voluntary, community and statutory agencies | **Essential** |
| * Computer literate in Microsoft Office packages and confident in use of range of social media platforms | **Essential** |
| * Ability to work independently and use own initiative | **Essential** |
| * Excellent time management skills | **Essential** |
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| 1. **Personal qualities** |  |
| * A commitment to Good Relations Issues | **Essential** |
| * A commitment to anti-racist policy and practice | **Essential** |
| * Resourcefulness and enthusiasm | **Essential** |
| * Ability and availability to work flexibly when required to do so | **Essential** |
| * An understanding of the need for confidentiality and the need to treat sensitive information with discretion | **Essential** |
| * Cultural sensitivity | **Essential** |
| * Ability to work well in a team | **Essential** |