

PERSON SPECIFICATION

Skills, Knowledge and Experience

Essential

- An understanding of the socio-economic issues affecting coalfield communities.
- Demonstrable experience in a similar role.
- Experience of working in a person centred way with individuals (1-2-1) and with groups of people in different settings to help them achieve their goals.
- Ability to communicate clearly, confidently and appropriately with the community and stakeholders, using the best methods of communication for the task.
- Ability to adapt interpersonal style to suit different people or situations.
- Proven ability to organise and plan events and activities. Able to prioritise and demonstrate effective and efficient ways of working
- Ability to adjust and adapt to changing circumstances; accepting new ideas and initiatives.
- Passionate and motivated with the ability to work as part of a team or on your own initiative.
- Experience of developing local relationships and partnerships with a range of community groups and organisations to enable community action.
- Proven ability to collate and analyse engagement feedback and clearly communicate results, with an ability to adapt your approach, if required.
- A good general level of education.
- Competent with social media platforms (Facebook, X (twitter)), Microsoft Teams, Microsoft Office (Word, Excel, PowerPoint, Outlook) and design publishing tools (Canva).
- Available to work flexible hours including evenings and occasional weekends.

Desirable

- Ability to communicate in Welsh.
- A full driving licence and access to a reliable vehicle or be able to efficiently travel for course of your duties.

