

PERSON SPECIFICATION

Skills, Knowledge and Experience

Essential

- Demonstrable experience in a similar role.
- Experience in partnership working to achieve common goals.
- An understanding of the socio-economic issues affecting coalfield communities.
- Experience of supporting organisations/groups and working 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.
- Excellent interpersonal and communication skills, with the ability to listen, influence and negotiate with people from a wide range of backgrounds.
- Experience of developing local relationships and partnerships with a range of community groups and organisations to enable community action.
- Track record of contract management, compliance and program monitoring.
- 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.
- 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.
- A full driving licence and access to a reliable vehicle or be able to efficiently travel for course of your duties, across the UK.

Desirable

- Ability to communicate in Welsh.
- Experience of line management, recruiting and supporting volunteers.
- Report writing and presentation skills with a wide range of different audiences.

Please note the Trust is committed to safeguarding and promoting the welfare of all individuals; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children/young people and adults at risk. This role is subject to a satisfactory enhanced DBS check.

