

PERSONNEL SPECIFICATION

Job Title: Community Development Manager

		ESSENTIAL	DESIRABLE
(1)	<i>Physical</i>	<ul style="list-style-type: none"> • Sufficient sight, hearing & speech 	<ul style="list-style-type: none"> • Good Personal presentation
(2)	<i>Attainments</i>	<ul style="list-style-type: none"> • 3-yrs experience of working with community & voluntary organisations • 3-yrs experience in Managing, planning, implementing and developing projects. • Third Level qualification 	<ul style="list-style-type: none"> • Experience in completing applications for funding to a range of bodies. • Evidence of successful funding applications. • Relevant 3rd level qualification in a community development field.
(3)	<i>Motivation/Adjustment</i>	<ul style="list-style-type: none"> • Demonstrates self-confidence • Sympathetic to the ethos of Community Development. • Initiative & Drive • Copes well with complex demands 	
(4)	<i>Special Aptitudes</i>	<ul style="list-style-type: none"> • Ability to write/produce reports & other written materials. • Ability to collate & analyse information • Good verbal communication skills. • Extensive knowledge of community & voluntary sector in N.I. • Ability to plan time & projects • Knowledge of funding opportunities. 	<ul style="list-style-type: none"> • Evidence of Public Presentation skills • Knowledge of community development issues in Newry, Mourne & Down. • Demonstrable experience of day to day management, monitoring and evaluation of delivery against project objectives. • Experience of producing newsletters / updating information using social media.
(5)	<i>Interests</i>	<ul style="list-style-type: none"> • Current Affairs • Interest in effects of local government & policy on voluntary/community sector 	<ul style="list-style-type: none"> • Evidence of community interests. • Membership of community group on voluntary basis
(6)	<i>Disposition</i>	<ul style="list-style-type: none"> • Relates well to others • Team player • Leadership skills • Ability to see others' point of view • Prepared to conform to CCG Aims & Values 	
(7)	<i>Circumstances</i>	<ul style="list-style-type: none"> • Flexible • Access to car • Clean valid driving licence • Assurance on unsocial hours 	