

Person Specification: Employability Officer



Criteria:	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<ul style="list-style-type: none"> • Proven experience in a coordination role • Experience of community outreach • Experience of partnership work and engaging range of stakeholders from across all sectors • Experience in publicity across a range of platforms • Experience in planning and delivery of events 	<ul style="list-style-type: none"> • Experience working with young people • Experience of engaging business/enterprise sector • Experience working within projects or initiatives geared specifically around community development/building community resilience • IAG Level 4 or working towards • Experience of bid writing
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Appropriately experienced or with a relevant qualification 	<ul style="list-style-type: none"> • Evidence of CPD (continuing professional development)
3. SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent organisational skills • Appreciation of challenges and considerations attached to community development work • Highly competent in use of social media • Highly competent user of IT packages • Knowledge of funding and social finance initiatives 	
4. DISPOSITION	<ul style="list-style-type: none"> • Strong alignment between personal values and those of Building Futures East • Ability to form professional relationships with wide range of contacts from all sectors and at all levels 	

	<ul style="list-style-type: none"> • Ability to plan and manage own workload and meet deadlines • Ability to use own initiative and respond to emergent challenges appropriately • Ability to work well under pressure • Highly flexible, adaptive and supportive of colleagues • Know when and how to draw on appropriate forms of support 	
<p>5. SPECIAL REQUIREMENTS</p>	<ul style="list-style-type: none"> • Satisfactory DBS outcome (enhanced disclosure required) • Commitments to undertake further training or qualifications as appropriate 	