

## Lytchett Minster and Upton Town Council

### Person specification – Community Projects & Support Officer

	Essential	Desirable	How identified
<b>Educational qualifications</b>	<ul style="list-style-type: none"> <li>• Five GCSEs (or equivalent) – Grade C or above in English and Maths.</li> <li>• HND or equivalent in a related subject</li> <li>• Willingness to undertake further study for a recognised events management or health &amp; safety qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Events management, health &amp; safety</li> <li>• Relevant university Degree</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>Work experience</b>	<ul style="list-style-type: none"> <li>• Events management / organisation</li> <li>• Partnership work</li> <li>• Venue / site management</li> <li>• Dealing with the public</li> <li>• Customer service</li> <li>• Health &amp; Safety</li> <li>• Risk assessment compilation and inspection</li> <li>• Budget management</li> <li>• PR, marketing</li> <li>• Social media and website management</li> </ul>	<ul style="list-style-type: none"> <li>• Civic protocols &amp; procedures</li> <li>• Working in a small team</li> <li>• Obtaining Grants / sponsorships</li> <li>• IT / data base / mapping exercises</li> <li>• Local government knowledge &amp; understanding of the operation of a town council.</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>General skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>• People manager/motivator</li> <li>• Ability to anticipate problems and solve them in an inclusive manner</li> <li>• Able to work under pressure</li> <li>• Able to maintain confidentiality</li> <li>• Flexible attitude to work</li> <li>• IT literate (proficient in social media, websites, MS Office, Canva)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and / or volunteer supervision</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in a clear and confident manner to a range of audiences in a variety of ways (written and verbal)</li> <li>• Ability to operate within a Council environment and act impartially</li> <li>• Able to relate effectively to customers, staff, elected</li> </ul>	<ul style="list-style-type: none"> <li>• Attending meetings including providing reports to committee members</li> </ul>	<p>Application form</p> <p>Interview</p>

	members, civic dignitaries and the general public		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills, and able to prioritise workload</li> <li>• Ability to maintain effective and positive working relationships with councillors, colleagues, contractors and the public</li> <li>• Self-reliant, self-motivated and teamwork ethos</li> <li>• Ability to have a calming and adaptable influence in volatile situations and effect action when things are slipping</li> <li>• Disposition: supportive, positive, can do attitude, self-motivated, sense of humour, tactful, team player, welcoming, well organised, personable, sociable, people orientated and outgoing</li> </ul>		<p>Application form</p> <p>Interview</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness attend evening meetings and to work at the weekend and bank holidays when required</li> <li>• Fully understands their role in the context of safeguarding children, young people and vulnerable adults and form and maintain appropriate relationships and personal boundaries</li> <li>• No work related commitments which conflict with the duties of the post</li> <li>• Smart / professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence / access to transport</li> </ul>	<p>Application form</p> <p>Interview</p>