



## Person Specification

**JOB TITLE:** Integrated Communities Project Officer      **POST NO:**

**GRADE:**      **DEPARTMENT:** Integrated Communities

**HOURS:** Full time

**DIVISION:** Communities and Safety      **DIRECTOR:** Adrian Chapman

**DATE:**      **COMPLETED BY:** Nicola Francis

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>Knowledge of the strengths and challenges in Peterborough's communities.</p> <p>Understanding of the organisational structures of public and voluntary sector organisations.</p> <p>Understanding of community development and integration issues, theory and practice.</p>	<p>An understanding of Peterborough City Council processes and governance.</p> <p>An understanding of the challenges facing local government.</p> <p>Knowledge of monitoring and evaluation methods (analyse data and narrative and use it to evaluate performance)</p>
<b>SKILLS &amp; ABILITIES</b>	<p>Able to use own initiative and to be proactive, seeking creative solutions to challenges.</p> <p>Excellent organisational skills, able to prioritise and manage deadlines.</p> <p>Excellent verbal and written communication skills, with a proven ability</p>	

	<p>to build relationships and communicate on a variety of levels, including presentational skills.</p> <p>IT skills, including Microsoft Office. Ability to quickly learn and use data sharing tools.</p> <p>Able to work with the full range of stakeholders, from grassroots community organisations and individuals to senior leaders and councillors.</p> <p>Ability to inspire and motivate.</p> <p>Confidence, adaptability and resilience with an ability to respond flexibly to the needs of local people.</p>	
<b>EXPERIENCE</b>	<p>Experience of multi-disciplinary working.</p> <p>Proven experience of working in partnership with other agencies, including those in the voluntary sector, to design and deliver services effectively.</p>	<p>Experience of working with people from BME backgrounds and marginalized/vulnerable/disadvantaged groups</p> <p>Experience of volunteering or active citizenship.</p>
<b>EDUCATION/ QUALIFICATIONS</b>	<p>Degree-level qualification, or equivalent by experience in a relevant discipline, gained over at least 5 years.</p>	
<b>PERSONAL CIRCUMSTANCES</b>	<p>Able to travel between locations in Peterborough and occasionally the wider region.</p>	
<b>EQUALITY</b>	<p>Understanding and commitment to the principles underlying equal opportunities</p>	