

CLAPHAM PARK PROJECT

ACTIVITIES COORDINATOR

Person Specification

The requirements listed below are essential to the job. Short-listing for interview will be based solely on whether the candidate indicates on their application form that they meet these short-listing criteria. Where possible, you should give specific examples to illustrate how you meet the criteria below:

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| **QUALIFICATIONS / EXPERIENCE** | |
| 1. | At least one year’s experience (paid or voluntary) of working in a community setting. |
| 2. | The ability to empathise well with a range of diverse communities and people. |
| 3. | Experience of organising a range of community activities. |
| 4. | Experience of working with local groups and volunteers, including recruitment, co-ordination and motivation. |
| 5. | Experience of working with a wide range of project beneficiaries of all age groups and background. |
| 6. | While no formal qualifications are required, applicants must have a good standard of education, particularly in literacy and numeracy. |
| **KNOWLEDGE / SKILLS / ABILITIES** | |
| 7. | Excellent communication skills, with the ability to communicate effectively and creatively both verbally and in writing. |
| 8. | Ability to work with minimum supervision and to demonstrate a proactive approach to engaging with residents. |
| 9. | Excellent inter-personal and team working skills, with abilities to support and motivate and motivate volunteers. |
| 10. | Good IT skills, able to use Microsoft packages, email, the internet, web searches and databases. Able to produce own correspondence and reports. |
| 11. | Good understanding of, and ability to produce electronic data of activities for analysis and monitoring. |
| 12. | Good understanding of, and ability to use, social media to promote the organisation’s projects, activities and achievements. |
| 13. | Knowledge of services and support available to residents , and ability to support them with appropriate activities. |
| 14. | Ability to manage a varied workload that often requires working on a number of projects and activities simultaneously. |
| 15. | Ability to prioritise work to ensure that all deadlines are met. |
| 16. | A commitment to Equal Opportunities and Customer Care. |
| 17. | Ability to work some evenings and on occasional weekends. |