



**PERSON SPECIFICATION
VILLAGE AND COMMUNITY HALLS ADVISER**

The following specification will guide Action with Communities in Rural Kent both in shortlisting and at interview.

COMPETENCY	ESSENTIAL	DESIRABLE
Formal Qualifications	No specific qualifications but it is expected that the person will have a degree relevant to the post or an equivalent level of attainment or experience.	Degree or equivalent in social/community development or similar.
Experience	Experience of the voluntary sector whether as an employee, committee member or active volunteer. Committee administration and related representation at all levels.	Experience of working with central and local government and with statutory agencies. Experience of project development. Dealing with the media. Organisation & promotion of events.
Skills and Knowledge	An understanding of issues affecting charities and the voluntary sector. Proven excellence in oral and written communication. Computer literacy, including competence with social media platforms.	An understanding of community issues especially in rural areas. An understanding of legal issues.
Personal Attributes	Ability to work on own initiative. Ability to work in isolation and as part of a team. Ability to work under pressure and to deadlines with patience. Commitment to role of charities and Parish Councils. Openness and flexibility with new ideas and learning. Willingness to mix easily with a wide range of people at all levels.	Ability to laugh at life, and yourself, from time to time.
Personal Circumstances	Acceptance of some unsocial hour working, travel throughout Kent and, occasionally, outside Kent. Good health. Current full driving licence and unrestricted access to a car. Readiness to live within commuting distance of Brabourne.	Flexibility in domestic arrangements.