**Community Engagement Facilitator Specification**

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|  | **Essential Criteria** | **Desirable Criteria** |
| Qualifications/Education/Training | Minimum of 5 GCSE’s including Maths and English at Grade C or above or equivalent.  Excellent working knowledge of Microsoft Office | Recognised IT qualification  Degree or professional qualification in Community Development/Health Promotion |
| Specialist knowledge, skills and experience | A proven track record in delivering training and/or learning workshops/educational activities  Experience of working/volunteering on community/Health-based projects | Development of training programmes  Experience of website maintenance to include content writing and design  Sound working knowledge of social media platforms  Experience of policy and procedure development  Experience of working in the health and social care sector    Experience of recruiting, supporting and supervising volunteers  Previous successful experience of interagency working and networking with stake holders |
| Team working skills | Ability to work as part of a team  Ability to maintain effective relationships with external organisations  Proven ability in working on own initiative with little direction |  |
| Communication | Excellent communication and listening skills  Effective negotiation and conflict resolution skills  Good presentation skills  Ability to communicate to a variety of audiences  Proven written communication skills | Experience of compiling information  Experience of report writing  Experience in assisting with funding applications |
| Planning & organisational skills | Excellent organisational skills to manage multiple deliverables to various deadlines  Experience of event planning  Proven ability in maintaining accurate administrative records  Good analytical skills |  |
| Personal | Compassionate and caring approach  A positive ‘can do’ attitude  Resourceful and resilient  Flexible approach capable of adapting to change  Ability to undertake local travel at times outside of normal working hours  Car owner with current and clean driver’s licence |  |