**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 qualificationDegree 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 activitiesExperience of working/volunteering on community/Health-based projects | Development of training programmesExperience of website maintenance to include content writing and designSound working knowledge of social media platforms Experience of policy and procedure developmentExperience of working in the health and social care sector Experience of recruiting, supporting and supervising volunteersPrevious 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 organisationsProven ability in working on own initiative with little direction |  |
| Communication | Excellent communication and listening skillsEffective negotiation and conflict resolution skillsGood presentation skillsAbility to communicate to a variety of audiencesProven written communication skills | Experience of compiling information Experience of report writingExperience 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 recordsGood analytical skills |  |
| Personal | Compassionate and caring approachA positive ‘can do’ attitudeResourceful and resilientFlexible approach capable of adapting to changeAbility to undertake local travel at times outside of normal working hoursCar owner with current and clean driver’s licence |  |