



What is Communityworks looking for?		How will we check if you have it?	
		Application Form	Interview & / or test / additional assessment
Qualifications, Knowledge & Experience			
1.	Evidence of self-development through education and training.	✓	
2.	Experience of supporting members of the Roma Community	✓	✓
3.	Desirable: Evidence of: Work with Migrant Communities Work in the voluntary sector. Involvement in developing or supporting projects. Experience of working or living in a multi-cultural inner city setting.	✓	
4.	Desirable: Knowledge of the area's multi-racial and diverse communities and of social disadvantage and poverty.		✓
Competencies			
<i>Skills and Abilities</i>	<ul style="list-style-type: none"> • Able to speak in English and Hungarian • Ability to write in Hungarian & English. • Ability to read in English and Hungarian. • Ability to work effectively with all sections of the target community. • Ability to motivate and encourage children and adults to get involved with initiatives. • Basic Computer Skills. • Evidence of ability to work with children as well as adults. Desirable <ul style="list-style-type: none"> • Basic organisational abilities including record keeping, reporting and the ability to meet deadlines. • Experience of working with children. • Understanding of the importance of play. 	✓	✓
<i>Time & Workload Management</i>	<ul style="list-style-type: none"> • Manages time and resources effectively. 		✓

<i>Working with others</i>	<ul style="list-style-type: none"> • Good networking and interpersonal skills. • Able to inspire and empower others • Able to work alone and as part of a team • Punctual, flexible and adaptable. • Enthusiastic, creative and innovative 		✓
<i>Effective Communication</i>	<ul style="list-style-type: none"> • Communicates clearly – verbally, in writing and using IT • Communicates effectively with children. <p>Desirable:</p> <ul style="list-style-type: none"> • Tailors the message to fit needs of specific audience. • Listens closely to others 	✓	✓
<i>Valuing others</i>	<ul style="list-style-type: none"> • Sensitive to the needs of others and demonstrates interest in their views. • Relates well to people of all ages, genders, backgrounds and cultures and adapts style accordingly. • Understanding of and commitment to working within our Equality and Diversity Policies and procedures 		✓
<i>Attitude</i>	<ul style="list-style-type: none"> • Awareness of safeguarding people • Able to deal with sensitive and/or confidential information and respond appropriately. • Capacity to work under pressure to meet deadlines 	✓	✓
<i>Personal Circumstances</i>	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK. • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance. Enhanced DBS check required. • Able to work some unsocial hours 	✓	✓
<i>Physical</i>	<ul style="list-style-type: none"> • Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate, under the provision of the Disability Discrimination Act 1995. 	✓	✓