

Community Works
Person Spec : Centre Operations and Development Manager, Summer 2026

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Proven experience of Community Development work and leading community projects, paid or unpaid Experience of Project Management, including monitoring and evaluation Work within a community setting Experience of multi-disciplinary working. Experience of planning and organising own workload. Experience of supervising others e.g. small team / students/volunteers. Experience working in partnership with community groups, voluntary organisations or local residents in a development role. Experience of supporting the development, management or sustainability of community buildings or community assets. Experience of facilitating local communities to achieve shared goals	Experience of leading and developing youth projects Experience of working with diverse communities Experience working with people from diverse backgrounds, with respect for different views Understanding of facilities management of a community building Experience of line management	Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	Experience of delivering projects or services within the community or voluntary sector. Knowledge and understanding of funding, and sustainability in the voluntary and community sector.		
QUALIFICATIONS	A relevant qualification in the field of health and social care or community development	Qualified at degree level or above	Application form & Selection process. Certificates.
TRAINING	Commitment to attend appropriate training courses. Child Protection Awareness. Adult Safeguarding IT Training (Word)	Mental health issues. Children Act Legislation. Health and Safety at Work. Equal Opportunities. Race Awareness. First Aid. Staff supervision Groupwork.	Application form & Selection process
SPECIAL KNOWLEDGE	Knowledge and understanding of community development principles and asset-based approaches. Knowledge and awareness of the challenges facing community organisations managing community buildings. Knowledge and understanding of safeguarding, equality, diversity, and inclusion principles.		Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	Understanding of basic employment rights and responsibilities and conditions of employment		
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles of Equity and Diversity.		Selection process
ATTITUDE & ATTRIBUTES	Flexibility and ability to respond positively to difficult situations as and when they arise. Ability to use own initiative. Non-judgemental. Resilient to the pressures of working with vulnerable adults, families and children at risk. Tolerant, caring and compassionate Sensitivity to the needs of others. Able to work co-operatively with others as a team. Able to demonstrate commitment to anti-discriminatory practices. Able to motivate oneself.		Selection process
PRACTICAL & INTELLECTUAL SKILLS	Good planning, time management and organisational skills.		Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	Ability to communicate accurately and effectively via various mediums, e.g. verbal, written, telephone etc. Ability to use IT equipment and compile reports as well as maintain electronic database management systems (eg IT skills in Excel, Word, TEAMS, use of social media for work) Ability to relate effectively to staff, colleagues or various professions and levels. Ability to relate effectively to service users of all ages. Ability to contribute to the development of services. Strong relationship-building skills with the ability to build trust with a wide range of stakeholders. Excellent interpersonal skills and communication and literacy skills.		
CIRCUMSTANCES - PERSONAL	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 (Will include lone working Occasional out of hours work	If using car for work – must be licensed and appropriately insured (e.g. business use)	Selection process. Sight of appropriate documentation as specified in interview letter

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PHYSICAL/ SENSORY	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act		Selection process.