

Person Specification



Job Title	Critical Incident Community Response Co-ordinator
Grade	PO1
Service/Section	Safer Communities Team
Directorate	Housing & Safer Communities

Method of Assessment: AF= Application Form, T = Test, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
Thorough understanding of the ways violence can impact communities and individuals and of approaches that can be used to work with communities to support recovery and build resilience.	AF/I	E
Knowledge of safeguarding responsibilities when working with children, young people and vulnerable adults.	I	D
Skills and Abilities		
Proven ability to manage aspects of complex multi-functional projects across organisational boundaries, within frequently changing circumstances and demands and to tight deadlines.	AF/I	E
Proven ability to use strong personal initiative, to prioritise and organise work and to work in a team.	I	D
Ability to demonstrate highly developed oral, written and presentational skills and of using them to influence, negotiate and to deliver briefings and training effectively.	AF/I/T	D
Ability to identify funding opportunities and support community groups to complete bids to support projects being delivered in local communities.	AF/I	D
Ability to plan, organise and deliver local community engagement activities, including, public meetings, training sessions, drop-ins and partnership “action days”, and to coordinate partner services’ delivery of support for communities affected by violence.	AF/I	E
Ability to devise and implement public surveys and other consultation methods and to develop recommendations for action based on the results.	AF/I/T	E
Able to work outside normal office hours in line with the changing demands of the post.	I	D
Experience		

Experience of engaging diverse communities, ensuring they have a real voice in directing services and targeted resources in their local area.	AF/I/T	D
Experience of partnership working and a proven ability to develop collaborative working relationships with the community, and with colleagues at all levels across local authority and external partner services.	AF/I	E
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities and diversity policies and ability to put into practice in the context of this post.	AF/I	E