

Houghton Regis Town Council

Person Specification for Support Officer (Civic & Events)

	Essential Attributes	Desirable Attributes
Educational Qualifications	<ul style="list-style-type: none"> • Commitment to continuing professional development 	<ul style="list-style-type: none"> • A recognised qualification in Community Development and / or Youth Work at least to NVQ Level 3 in a relevant field or an equivalent professional qualification • Willingness to undertake role specific training
Experience	<ul style="list-style-type: none"> • Experience (minimum of 2 years) of working with community organisations, children and / or young people • Community development work • Organising events 	<ul style="list-style-type: none"> • Experience of working with a diverse range of community organisations, children and young people • Skill in problem solving and conflict resolution
Management	<ul style="list-style-type: none"> • Ability to prioritise work, set targets, achieve positive outcomes • Ability to organise and manage resources effectively. • Good organisational, coordination, project management, IT & time management skills 	<ul style="list-style-type: none"> • Knowledge of current Health & Safety legislation • Experience in successful partnership working
Communication Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Ability to provide objective advice / responses in a timely and coherent manner 	
Information Technology	<ul style="list-style-type: none"> • Knowledge of office IT packages • IT literate. 	
Meetings & Administration	<ul style="list-style-type: none"> • Experience of attending meetings, following up on actions and diary management 	<ul style="list-style-type: none"> • General knowledge of the law as it affects Local Councils, community work and youth work • Practical experience of servicing meetings

Finance	Experience to managing finances at a scale relevant to the role.	<ul style="list-style-type: none"> • Experience of bidding for external funds and sponsorship
Other	<ul style="list-style-type: none"> • Commitment to work out of office hours in order to attend events • Ability to operate with complete impartiality in a political environment. • Current driving licence • DBS Check will be required 	<ul style="list-style-type: none"> • Enthusiasm, flexibility and the ability to work under pressure and to deadlines • First aid qualification

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.