**Person Specification – Wormholt and White City Big Local Community Manager**

**Knowledge**

An understanding of local and national Government approaches to regeneration and neighbourhood community development.

Knowledge of Community Development principles and practice

Knowledge of governance arrangements

Knowledge of commissioning processes and overseeing contracts.

Experience of line managing a small team

Experience of collecting complex monitoring data and reporting to multiple funders.

**Skills**

Good numeracy and literacy skills and ability to prepare papers for Boards and Steering Groups unassisted.

Ability to inspire and motivate volunteers

Excellent communication and presentation skills both written and verbal.

Ability to read basic accounts and set budgets

Entrepreneurial skills, making links and finding synergies that are not immediately obvious.

A creative approach to problem solving

Skill in creating meaningful, resident led evaluation frameworks

Strong IT skills including Excel

**Abilities**

Demonstrate commitment to and understanding of the principles of equal opportunities in both employment and service delivery

A proven ability to think creatively, problem solve and work on own initiative with minimal supervision

**Personal Qualities**

A commitment to the empowerment of local people

Ability to create confidence and trust amongst stakeholders at all levels

**Special Requirements**

Able to work outside normal working hours – ie attendance at evening meetings and weekend events.

UK Driving Licence