

## DRAFT Person specification: Development and Engagement Manager

Attribute	Essential	Desirable
Qualification and Training	<p>Relevant degree/professional qualification in bid writing, marketing and/or promotion</p> <p>Minimum English Language A Level or equivalent</p> <p>Up to date knowledge of funding opportunities and practice</p> <p>Management or supervisory skills training or equivalent</p>	<p>IT qualifications – such as European Computer Driving Licence (ECDL)</p> <p>Relevant qualification in website content management</p> <p>A relevant professional qualification, or experience at a senior level in local government</p>
Management of people	Line management experience	
Experience	<p>Administration experience at a senior level</p> <p>Knowledge of general office practices and procedures</p> <p>Project management for events and consultation sessions</p> <p>In community development and engagement, or a similar role</p> <p>Developing and implementing engagement strategies over 3 years' in a similar role</p> <p>Running successful engagement events ideally in a community setting</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Financial management experience including budget management</p>

<p>Behaviours and characteristics</p>	<p>Dynamic and adaptable approach</p> <p>Ability to prioritise and plan workload efficiently, with a thorough and meticulous approach</p> <p>Ability to manage simultaneous projects and to co-ordinate a safe and efficient operating environment</p> <p>Excellent time management</p> <p>A 'service driven' and 'can do' attitude</p> <p>Ability to identify strategic aims, anticipate future demands, opportunities and constraints</p> <p>Ability to refer to facts, gather and use factual data to logically support a proposal or change initiative</p>	
<p>Practical Skills</p>	<p>Proven track record of funding bid writing and managing of grant funding agreements/awards</p> <p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community, key stakeholders and the Town Council</p> <p>Great team worker with the ability to work collaboratively and flexibly</p>	<p>Ability to understand budgets</p> <p>Ability to understand the legal framework in which the Town Council operates</p>

	<p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Good networking skills are essential</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	<p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p>
Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	

Strategic Thinking	Ability to think, plan and work strategically and methodically	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of Office packages including Word, Excel, Outlook, SharePoint, and database software</p>	Previous experience using finance, HR and administration systems
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Other relevant factors	<p>Ability to attend Town Council meetings which would require working out of normal office hours (evenings)</p> <p>To attend Town Council civic events and projects as required</p>	Driving licence and vehicle