



# Community Agent and General Assistant

## Person Specification

	Essential Attributes	Desirable Attributes
EDUCATIONAL QUALIFICATIONS	GCSE English, Maths A Level standard	Qualified in relevant discipline, e.g. Information, Advice and Guidance, community development
EXPERIENCE	Experience of giving advice, in either voluntary or professional capacity Handling bookings and monies Dealing with members of the public	Working with public and/or voluntary and community sector partners to deliver services. Working with vulnerable people
SKILLS AND KNOWLEDGE	Strong interpersonal and communication skills Good organisational and IT skills Basic knowledge of relevant statutory services Basic cleaning and caretaking skills	Detailed knowledge of the local community Report writing skills. Knowledge of community development approaches Knowledge of Health & Safety and use of cleaning materials
PERSONAL ATTRIBUTES	Ability to work on own and as part of a team Strong commitment to improving the lives of vulnerable people Commitment to community development approach Determined and hard working Honest Reliable Willingness to learn	

OTHER	<p>Able to use IT equipment, make social media posts, manage social media pages</p> <p>Prepared to work occasional weekends and/ or evenings</p> <p>Prepared to undergo Enhanced Criminal Records Bureau (DSB) check</p> <p>Prepared to undergo relevant training to the post i.e. Safeguarding Advice and Guidance etc.</p>	Local networks and contacts
REFERENCES	<p>2 References will be required prior to beginning employment</p> <p>At least 1 reference from previous employment (may be volunteer manager)</p> <p>No references from family members</p>	