



## **PERSON SPECIFICATION**

### **Policy Engagement Officer**

#### **Community Engagement Programme**

If the panel decides, from the information contained in your application, that you do not meet every essential criteria, you will not be shortlisted.

In customising your application to our vacant post you must demonstrate clearly and unambiguously that you meet all the essential criteria.

If you believe that your qualifications are equivalent to those listed, then this must be clearly detailed in your application. The panel may request you to provide evidence of equivalency.

If a high number of applicants are shortlisted using the essential criteria. The panel will select those that also meet the desirable criteria for interview.

#### **The following essential criteria will be applied at shortlisting stage-**

##### **Applicant must have:**

1. (a) A relevant university degree or professional qualification of equivalent standing (e.g. community development, social sciences, economics, marketing)

**AND** At least one years experience working as an engagement or development practitioner;

**OR**

(b) At least three years experience working as an engagement or development practitioner.

2. At least one years experience of working with a variety of good relations stakeholders including central government, community groups and local authorities.

3. Knowledge of Together: Building a United Community Strategy (T:BUC) and its relevance to CRC's work.
4. At least one year's experience of successful stakeholder engagement activity and/or partnership working.
5. At least one year's experience of communicating effectively with a wide range of stakeholders.
6. At least one year's experience of organising events and promotional campaigns.
7. At least one year's experience of Microsoft Office, including (a) Outlook, (b) Word, (c) PowerPoint, and (d) Excel in a workplace setting.
8. Excellent oral and written communication skills, including the ability to network and communicate effectively with a variety of stakeholders, to write and present reports and to facilitate meetings.
9. A full, current and valid driving licence with access to personal transport for business use/or\* have access to a form of transport which will permit the applicant to meet the requirements of the post in full (\*This relates to any person who has declared to having a disability which debars them from driving).

**Please note**

CVs will not be accepted and incomplete applications will be rejected.

Due to covid arrangements e-mail applications are preferred. However, applicants should note, when returning application forms by post, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. **Late applications will not be accepted. Closing date/time is 12noon 13 December 2021.**

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

The Community Relations Council accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.