

**Community Development Officer
Person Specification**

	Essential	Desirable
Knowledge and Experience	1. Knowledge of the issues and barriers faced by the BME sector e.g. discrimination in allocating funds and impact of underfunding	Experience of work in or with BME organisations
	2. Knowledge of individual BME organisational development needs and ability to add to this through consultation	Experience of project and budget management
	3. Knowledge of how to run effective outreach and consultation services	Knowledge of charity law and guidance
	4. Knowledge of project and budget management	
	5. Knowledge of equality and diversity and understanding of effective practice	
	6. Knowledge of monitoring and evaluation and ability to adapt this as required to effectively gain BME feedback for AfCD and funders	
	7. Knowledge of diverse learning approaches and ability to adapt resources for this	
	8. Knowledge of income diversity and grants	
Skills	9. Good communication skills – both written and verbal; ability to deliver effective presentations and to communicate well with a wide range of people from diverse backgrounds	Experience of relevant infrastructure or development work
	10. Ability to analyse, synthesise and communicate in a clear manner, including complex matters	
	11. Skills to support organisations and people to develop their capacity and leadership to enable best practice	
	12. Ability to plan and deliver training, advice and support sessions; ability to aid development work by developing tools and templates suitable for groups at different stages of development	
	13. Ability to work well in a team as well as alone; judgement to know when to refer to the manager or consult the team	
	14. Ability to set up tools and techniques to capture learning and impact of work and to make recommendations for the future development of the sector	
	15. Ability to prioritise well and work in a busy and challenging environment	

	Essential	Desirable
Skills	16. Ability to produce clear and comprehensive reports for different audiences according to specified deadlines	
	17. Good numerical skills to be able to extrapolate necessary financial information, as well as support financial systems development in organisations	
	18. Monitoring and evaluation skills to assess performance of organisations supported	
	19. Advanced IT skills especially with regard to word processing, presentations, database and spreadsheets	
	20. Ability to work with the full AfCD team particularly round policy, marketing and communication	
	21. Ability to constructively provide mentoring to BME Groups towards development	
Attitude	22. Efficient, self-motivated, assertive and proactive, with good organisational and presentation skills;	
	23. Empathetic, tactful; able to relate to people and organisations of all backgrounds and with different needs while keeping to professional boundaries	
	24. Responsible attitude to ensure support to and development of organisations is carried out effectively according to specified timetables	
	25. Tidy, precise and conscientious approach to record keeping and the production of reports	