

PERSON SPECIFICATION - Community Engagement Officer

<u>Knowledge/Experience</u>	<u>Essential/ Highly Desirable/Desirable</u>
Experience of working with the public and people with lived experience	E
Experience of engaging with people with differing communication needs	HD
Experience of organising events	HD
Experience of facilitating meetings/events/discussion groups	HD
Networking and partnership building	HD
Working with volunteers and community groups	D
Experience of leading projects/project development	D
Experience of analysing insight and writing reports	D
Experience of using qualitative research	D
<u>Skills and Abilities</u>	<u>Essential/ Highly Desirable/Desirable</u>
Able to relate to a diverse range of people	E
Excellent presentation and written skills	E
Ability to work with external stakeholders	E
Organised, able to prioritise, with excellent time management skills	E
Well-developed IT skills	E
Problem solving/analytical skills	E
Ability to work independently, as part of a team and through others	E
<u>Personal Qualities</u>	<u>Essential/ Highly Desirable/Desirable</u>
Desire to improve services based on feedback from the public	E
Enjoys working as part of a team	E
Flexible	E
Confident, outgoing, persuasive and enthusiastic	E
Attention to detail	E
<u>Values</u>	<u>Essential/ Highly Desirable/Desirable</u>
Adaptable	E
Tenacious	E
Creative	E
Commitment to equality and diversity	E
Adaptable	E

The role is a mix of office and home-based working. Possession of valid UK driver's licence and able to travel within Surrey using own vehicle is required.