

ABCD Community Builder

Drafting The Person Specification

Drafting a ABCD Community Builder Person Specification

Use the tables below as a guideline to identifying the qualifications and level required, experience and, most importantly of all, the personal qualities of the person you are seeking to recruit.

For the role of a Community Builder, remember to pay special attention to the importance of communication. Think carefully how this will need to be shaped to be highly effective within the communities the person will serve and the organisations and institutions they will have to liaise with. The person recruited needs to be able to build the value of relationships between the people of the community; the organisations that seek to serve them, those that conduct business in their community and others that have significant stakes in the community and place.

EDUCATION / QUALIFICATIONS	Required
Educated to degree level in a social science, specialised diploma or relevant experience.	Yes / No
Other:	
	Yes / No

SKILLS / EXPERIENCE	Required
Previous experience of community development or similar	Yes / No
Facilitating projects within the community	Yes / No
Experience of working with a diverse range of stakeholders	Yes / No
Experience of working with vulnerable people in community settings and people from diverse cultural backgrounds	Yes / No
Community leadership skills and experience of community team building	Yes / No
Clarity of thought and reasoning	Yes / No

A decisive decision maker	Yes / No
Experience of project and financial management	Yes / No
Confident user of the internet and web-based systems	Yes / No
An awareness of the current health and social care climate	Yes / No
Other:	
	Yes / No

COMMUNICATION	Required
Excellent communication skills with an ability to write reports and papers	Yes / No
Ability to communicate clearly to a wide range of audiences	Yes / No
Excellent presentation skills	Yes / No
Excellent listening skills	Yes / No
Connect readily and naturally with individuals	Yes / No
Ability to encourage 'story telling' through humour and compassion	Yes / No
Empower a wider and equal partnership between groups and social networks	Yes / No
Invite citizens into conversations that matter – deepen relationships which lead to actionable change, with an ability to invite change from 'inside out' through learning conversations	Yes / No
Other:	
	Yes / No

PERSONAL QUALITIES AND ABILITIES	Required
Discretion and confidentiality combined with sensitivity and diplomacy	Yes / No
Political awareness within communities with an ability to influence	Yes / No

Flexibility and adaptability	Yes / No
Authentic, honest and committed individual, passionate about the values of [insert programme / organisation].	Yes / No
Team player with an open and honest manner, ability to build effective relationships with a wide range of individuals	Yes / No
An inbuilt resilience to complex situations and an ability to negotiate	Yes / No
Comfortable with both encouraging and challenging community leaders and professionals	Yes / No
Ability to 'step back' and allow citizens to do it for themselves	Yes / No
Other:	
	Yes / No