

Person Specification: Community Flood Resilience Coordinator

Important: A person specification is an accepted method of identifying who, from a range of candidates for a post, most closely matches the needs of the organisation and the tasks outlined in the job description. It will be used at both shortlisting and interview stages. The person specification is issued with the job description so that applicants can make judgements themselves about their ability to do the job. When completing your application please mention your abilities for each section of the person specification; failure to do so may affect your shortlisting score.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ◆ Educated to Level 3 or equivalent work experience 	<ul style="list-style-type: none"> ◆ Undergraduate degree, ideally in role related discipline ◆ Adult education or training qualification
Experience and Knowledge	<ul style="list-style-type: none"> ◆ Experience of administration and project management in the Third/public/charity sector ◆ Some knowledge and experience of grant application and management of deliverables ◆ Successful track record in community development in a rural context ◆ Understanding of community resilience/community emergency planning ◆ Working knowledge of climate change/environmental sustainability ◆ Experience of delivering training in a community/adult lifelong learning context 	<ul style="list-style-type: none"> ◆ Experience of developing flood/emergency plans ◆ Proven ability to fundraise ◆ Experience of updating websites and social media feeds
Skills	<ul style="list-style-type: none"> ◆ High level of verbal and written communication ◆ Good level of numeracy ◆ IT literate with ability to use common Microsoft packages (Word, Excel and Outlook) and social media (Facebook and Twitter) ◆ Proven track record in engagement, negotiation, networking and communication ◆ Partnership development ◆ Organised and structured - a 'doer' and 'finisher' 	

	<ul style="list-style-type: none"> ◆ Ability to work with a wide range of stakeholders and partners ◆ Presentation and public speaking. ◆ Ability to work independently and unsupervised ◆ Diplomatic and able to remain calm in stressful situations 	
Personal	<ul style="list-style-type: none"> ◆ An abundance of drive, imagination and motivation ◆ Happy to embrace change and to learn and develop new ways of working ◆ Empathy with victims of flooding and those who perceive themselves to be at risk ◆ Access to own transport ◆ Prepared to work some evenings and weekends 	<ul style="list-style-type: none"> ◆ Experience of flooding or living in a community at risk of flooding

Applications should be made by sending a CV and covering letter to cornwallcommunityfloodforum@gmail.com

For an informal conversation about the post please contact Cathryn on 01579 383218/07775 194030

Thank you