



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Communities
Section:	Communities & Wellbeing
Post Title:	Communities Participation Lead
Post Number:	
Accountable to:	Head of Wellbeing
Management responsibility for:	N/A
Authority to liaise with:	<p>Internal: OLG, CLT, all internal departments, elected members, constituency MPs.</p> <p>External: VCS groups, community leaders and residents, mutual aid groups, funders, local authorities, other statutory organisations, businesses.</p>

Area	Requirements	
Qualifications	Essential	Desirable
	A levels or equivalent	Degree level
Professional Registration (where applicable)		Member of a national body relating to participation
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	<p>Track record of working with and organising community networks</p> <p>Strong knowledge and experience of using participation approaches and ABCD (Asset Based Community Development)</p> <p>Track record of participatory</p>	Track record of leading change programmes.

	<p>approaches</p> <p>Experience of effective relationships and partnerships with the VCS</p> <p>Knowledge of the opportunities and challenges facing the VCS</p> <p>Experience and knowledge of leading in a system to bring about change</p>	
Skills		
Communication/ relationship	<p>Strong communicating skills with a range of audiences</p> <p>Great at building and forming strong alliances with local groups</p> <p>Ability to manage difficult and challenging conversations well</p> <p>Strong person centred approach</p>	Skills with elected member communications
Analytical/ judgmental	<p>Strong analytical and problems solving skills</p> <p>Ability to work well in different systems and with different partners.</p> <p>Ability to assess, monitor and report on performance</p> <p>Ability to capture success and evaluate projects and programmes</p>	
Planning/ organisational		Experience of managing budgets
Abilities		
Mental	Ability to work with complexity and think strategically, seeing the bigger picture and aligning with other activity	

Emotional	Ability to manage self and demonstrate calmness under pressure	
Working conditions / Style	Ability to manage own time and be flexible and adaptable	
Other: Full UK driving license & the ability and willingness to drive (pool cars are available).		