

## Person Specification Community Engagement Officer

Attribute	Essential	Desirable	How identified
Experience	<ul style="list-style-type: none"> <li>Experience of working in an office environment</li> <li>Experience in a customer service setting.</li> <li>Experience of dealing with complaints and handling sensitive, or difficult, situations.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using SIMS</li> <li>Experience of working in a school environment or of working with young people</li> <li>Experience using social media in a business setting.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills, able to communicate to a range of audiences in different formats.</li> <li>Good numeracy, literacy and ICT skills</li> <li>Able to work on own initiative</li> <li>Excellent organisational skills</li> <li>Good time management skills, including the ability to work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the use of social media to share key messages</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>5+ A*-C grades, including English and Mathematics</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Proficient in Microsoft Office applications, especially Word and Excel</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Continuous Professional Development	<ul style="list-style-type: none"> <li>Commitment to own professional development</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Good team member</li> <li>Ability to work well under pressure and use your own initiative</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Flexibility to work outside hours on very occasional basis</li> <li>• Sense of humour</li> <li>• Positive and encouraging</li> <li>• Smart appearance</li> <li>• Reliable and trustworthy</li> </ul>		
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*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*