

KENT COMMUNITY HOUSING HUB CO-ORDINATOR

PERSON SPECIFICATION

EXPERIENCE AND KNOWLEDGE	ESSENTIAL	DESIRABLE
Has worked with voluntary and community groups.	✓	
Has assisted in the day-to-day running of a service or project.	✓	
Can maintain records in line with systems and procedures, including financial information.	✓	
Has experience in organising a range of events and awareness-raising activities.	✓	
Has written reports.	✓	
Administration.	✓	
Understands monitoring and evaluation systems.	✓	
Organised and able to prioritise.	✓	
Previously worked in community-led housing or in the housing sector.		✓
Has grant application and/or contract bid fundraising experience.		✓
Has represented an employer in external environments.		✓
Can map and track data.		✓
Has some knowledge of the overall community-led housing sector.		✓
Already an accredited community-led housing advisor.		✓
Understands how to raise the knowledge and profile of community-led housing within the voluntary and community sector and help build capacity therein.		✓
SKILLS	ESSENTIAL	DESIRABLE
Proficient in the use of Microsoft Office (Word, Excel and PowerPoint)	✓	
Prepared and able to travel around the county and beyond.	✓	
Self-motivated to work alone and to also be a team player.	✓	
Collaborative and partnership working.	✓	
Proficient in the use of social media and website communication	✓	
Excellent written and oral communication.	✓	
Evidence of having previously championed a cause.		✓
GENERAL	ESSENTIAL	DESIRABLE
Demonstrable commitment to equal opportunities and non-discriminatory practice.	✓	
Community engagement and consultation.	✓	
Interpersonal, negotiating and presentation.	✓	