

Community Buildings Advisor Person Specification

Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing advice on a one-to-one basis • Experience of using a wide range of communication methods, in person, in writing and online • Experience of developing and delivering new projects • Good public speaking and presentation skills and/or delivering training 	<ul style="list-style-type: none"> • Experience of running and/or managing a public building • Experience of developing and/or working in partnership with a range of different stakeholders • Experience of community development work
Knowledge	<ul style="list-style-type: none"> • An awareness of rural issues and how living in rural areas differs from urban living • An understanding of the range of legislation and regulation as applies to public buildings 	<ul style="list-style-type: none"> • An understanding of business planning and financial management • An understanding of environmental issues • An understanding of the role and responsibility of being a charity trustee • An understanding of different kinds of organisational governance • An understanding of quality systems
Skills	<ul style="list-style-type: none"> • Excellent I.T. skills including the use of Microsoft Office tools • Strong people skills including the ability to develop positive relationships • Excellent communication skills and an eye for detail • Strong listening, questioning and analytical skills • Clean driver's license 	
Personal Qualities	<ul style="list-style-type: none"> • The drive to continually improve the quality of work delivered and to increase the impact of the organisation • Excellent time management and personal organisation skills • The confidence to work independently • Empathy, understanding and patience when dealing with a wide range of people • Honesty, integrity, positivity, enthusiasm and tenacity 	<ul style="list-style-type: none"> • A pro-active approach to prioritising tasks