



## **ROC Community Development Worker – Holts & Lees**

### **Personal Specification**

#### **Essential:**

- Committed to the values and aims of Redeeming our Communities.
- Understand and emphasise with ROC's vision; passionate about impacting lives through ROC's multi-agency model of project delivery.
- Excellent inter-personal skills.
- Highly motivated with a proactive work ethic, able to work independently and remotely, within a level of accountability.
- Experience of community work.
- Experience in partnership working and maintaining excellent relationships with partners.
- Basic capability with social media .
- Possess a full driving license and has access to a car and is willing to use it for business purposes, reimbursed at a rate of 25p/mile.
- Excellent administration skills – including competency with Microsoft Office packages, email, communications, telephone etc.
- Willing to work unsociable hours including evenings/ weekends where required.
- Experience of being responsible for own time management.

#### **Desirable:**

- Awareness of structures and work of statutory agencies e.g. GMP, GMFRS, Local Authority, Housing trusts and associations, Voluntary Sector.
- Volunteer management experience.
- Knowledge and experience of fundraising.
- Sales skills.
- Project development experience.
- Experience of handling confidential data in accordance with the Data Protection Act.