

Recruitment person specification

Position title	Community Heritage Officer
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Guidance on [how to complete a high quality person specification](#) is on the Orb.

Role requirements

You'll bring (knowledge, skills and experience):

- Experience of working with community groups to deliver complex projects balancing conflicting needs and expectations
- A strong knowledge of project/programme management, with the ability to deliver initiatives effectively, whilst applying robust administrative practises and maintaining accurate budget planning, monitoring and financial control.
- Excellent interpersonal and oral and written communication skills, with high levels of literacy, to effectively communicate with a range of partners in a multi-function environment.
- Interest and experience working in areas such as heritage, community development, community engagement, and/or placemaking.
- A relevant degree or equivalent experience is essential

You'll be responsible for (creativity and innovation):

- Bringing a creative and innovative approach to work, with the flexibility to adapt quickly to evolving community needs and priorities, ensuring inclusive and responsive service delivery.
- Building and maintaining effective relationships with a diverse range of internal and external stakeholders (including community members, funders and service areas), navigating differing priorities and perspectives to facilitate collaboration and achieve balanced, outcome-focussed solutions.
- Implementing new ways of working, establishing clear processes and procedures to effectively manage, monitor and evaluate performance ensuring continuous improvement and successful outcomes.

You'll regularly take decisions:

- On effective project delivery, balancing competing priorities and managing complex stakeholder needs to achieve timely and high-quality outcomes.

The decisions you take will:

- Ensure the project successfully achieves its intended outcomes.
- Build trust and promote collaborative working between the Council, its partners and the community.

- Deliver meaningful and impactful benefits for the community and wider regeneration programme.