# Recruitment person specification

**Post being recruited for: Third Sector Development Officer (NPP)**

## Our Behaviours

### These apply to all posts

**Respect** – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

**Integrity** – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

**Flexibility** – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

**Managers**

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

# Person specification

| Category | Essential | Desirable (not every post needs desirable requirements) |
|---|---|---|
| **Experience** | • Experience of building and maintaining strong working relationships with Third Sector organisations and community groups.<br>• Experience of working directly within a Third Sector organisation.<br>• Experience of partnership and collaborative working across statutory, voluntary and community sectors.<br>• Experience of supporting or facilitating engagement between different organisations or groups with differing priorities. | • Experience of supporting the participation of underrepresented groups or communities. |

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| **Knowledge, skills and understanding** | • Understanding of the Third Sector and its needs, and its strength and importance in frontline service delivery within communities.<br>• Knowledge of community development and engagement principles.<br>• Good understanding of the Edinburgh Third Sector, statutory and community planning landscape.<br>• Excellent communication skills (written and verbal), with the ability to tailor communication to a range of audiences.<br>• Ability to work with tact, diplomacy and sensitivity across sectors, managing differing or competing agendas.<br>• Strong organisational skills, with the ability to plan, prioritise and manage multiple relationships and demands.<br>• A person-centred approach that supports, rather than directs, communities and organisations. | • Knowledge of Neighbourhood Prevention Partnerships or similar place-based working models.<br>• Understanding of sensemaking or incremental learning approaches.<br>• Knowledge of relevant policy, for example community empowerment legislation. |
| **Qualifications and training** | • Educated to degree level in a relevant discipline (for example community development, social work) or equivalent demonstrable professional experience. | • Relevant professional qualification or training in community development or partnership working. |

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| **Job specific requirements** | • Ability to work flexibly across the city, based in the community, with regular travel required to engage with Third Sector organisations and NPP teams.<br>• Commitment to community and Third Sector engagement. | |