



Person Specification

Place Coordinator - Newcastle

Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
Experience	Experience of working with voluntary and community groups.	Application Form, Interview, References	✓	
	Experience of collaborating with partners/stakeholders to develop community opportunities.		✓	
	Experience of preparing and presenting reports.			✓
	Experience of co-design and co-production with local communities.			✓
Skills, Knowledge & Aptitude	An excellent knowledge of Newcastle in relation to social issues and challenges faced by residents and able to clearly demonstrate an ability to build relationships and identify community skills, assets, issues and needs across the area.	Application Form, Interview, References	✓	
	A strong ability to communicate with the community, adapting language and style to relevant audiences. Understand the information requirements of a wide range of communities and make all information accessible.		✓	
	Good IT skills and knowledge, commensurate with an office environment.		✓	

	An awareness of relevant local, regional and national strategies for health and wellbeing, with a particular emphasis on physical activity.			✓
	An understanding of the community landscape in Newcastle.		✓	
	An understanding of the physical activity landscape in Newcastle.			✓
	An understanding of welfare plans and undertaking risk assessments.			✓
Motivation & Working Practices	A strong passion for making a difference to the lives of residents in Newcastle and be committed to work for a more just and equal society.	Application Form, Interview, References	✓	
	A commitment to the philosophy that changes are best brought about by the community themselves, and that efforts to improve an area must be driven and led by local people in order to have lasting success.		✓	
	Resilient, proactive and self-motivated – able to work alone with minimum supervision and on own initiative, responding to the needs of the community as they arise.		✓	
	Committed to equality, diversity, inclusion and safeguarding.		✓	
Other	Committed to continuous professional development and maintaining pace with industry trends and developments, linked to community development and physical activity.	Application Form, Interview	✓	
	Able to meet the travel requirements essential to the post, including managing time and regular travel between the Charity's office and partner locations across Newcastle (and sometimes further afield).		✓	

	Willing and able to work between an office and a home environment, with a flexible attitude. This may also include working evenings and weekends on occasion if necessary.		✓	
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