



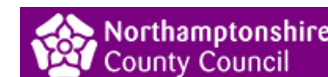
Community Development Administrator

Person Specification

Requirement	Essential	Desirable	Tested
Education	Good educational standard		AF
Work Experience	<p>Relevant experience of working with the Hindu Community</p> <p>Experience of working in partnership</p> <p>Experience of working within the voluntary sector</p> <p>Experience of relevant project based work, including planning and implementing projects</p> <p>Knowledge of funding sources for the voluntary sector and experience of writing and submitting bids</p> <p>Experience of monitoring finance and budget management</p> <p>Experience of evaluating projects</p>	<p>At least 2 years work experience of working within the voluntary sector</p> <p>Experience of submitting bids to trusts, statutory and national bodies</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p>
Abilities, Intelligence and special aptitudes	<p>Knowledge of written and spoken English</p> <p>Ability to think strategically</p> <p>Good presentation skills</p> <p>Ability to develop creative and innovative solutions to meet community needs</p>	Spoken Hindi and Gujarati	<p>AF</p> <p>AF/I</p> <p>I</p> <p>AF/I</p>

Indian Hindu Welfare Organisation (Northampton) Limited
 Company Registration Number: 5512710 ~ Registered Charity No: 1114457

Supported by: -



	<p>Strong completer/finisher attributes and ability to work flexibly with various partners, agencies and communities</p> <p>Project and performance management skills</p> <p>Good IT Skills (working experience of Microsoft WORD/EXCEL)</p>		<p>AF/I</p> <p>AF/I</p> <p>I</p>
Social Skills	<p>Good interpersonal skills</p> <p>Ability to communicate effectively with individuals in the community and with professionals</p> <p>Ability to work in a team environment</p> <p>Ability to advocate effectively and positively on behalf of the Hindu Community</p> <p>Ability to develop effective networks and partnerships</p> <p>Ability to handle conflict and difficult situations confidently</p>		<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p>
Motivation	<p>Highly motivated, enthusiastic and able to work on ones own initiative</p> <p>Able to cope with high pressure levels, work load and stressful situations</p> <p>Positive attitude and ability to empower the Hindu Community</p>		<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Equal Opportunities	<p>Knowledge of equal opportunity practice and policy</p> <p>Proven track record of applying equal opportunities and principles to achieve equal outcomes</p>		<p>AF/I</p> <p>AF</p>
Mobility	<p>Ability to travel to different locations is an essential requirement of this post</p>	<p>Holds a clean driving licence</p>	<p>AF</p>