

# *Madeley Parish Council*

## **Community Support Worker**

### **PERSON SPECIFICATION**

This Specification is to be read in conjunction with the Job Description.

#### **ESSENTIAL SKILLS**

1. Has good verbal, listening and written communication skills
2. Is personable and able to develop networks within Madeley
3. Has experience of working on their own initiative; within the job description provided
4. Has experience of community working and knowledge of local authorities and agencies
5. To be able to act as the representative of individuals or organisations
6. Have first class interpersonal skills and be able to work co-operatively with Council members and staff.
7. Be able to work flexibly according to the needs and deadlines of the community.
8. Be able to work from home, preparing reports and maintaining records of activity
9. Be a driver with a Full, clean, driving Licence.

#### **DESIRABLE SKILLS**

1. To have knowledge/ understand the working of Local Government
2. Willingness to attend training for continuous professional development.
3. To have a knowledge of Madeley Parish.

#### **QUALIFICATIONS**

1. Although no qualifications are essential it would be beneficial to demonstrate attendance at relevant training opportunities
2. Ideally the candidate will have links to organisations in the voluntary and third sector
3. The candidate will have demonstrable experience of project working