

Community Hubs & Partnership Manager Strengthening Minds

- **Hours:** 35 hours per week / 28 Days Paid Holiday/ Initial 2 Year Contract (*Potential for the role to become permanent*)
- **Salary range:** £28,000-£32,000 (Depending on experience)
- **Location:** Kent: Working across Gravesend, Gillingham, Sittingbourne, Ashford
- **Closing date:** Monday 5th October 2020
- **Start Date:** Monday 2nd November (Immediately where possible)

Person Spec

<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> - Full and valid driving license (We are unable to consider anyone who does not hold a valid driving licence) 	<ul style="list-style-type: none"> - NVQ or equivalent / higher qualification in community, teaching or social work - Safeguarding Certificate and Child Protection Training 	<p>Applicants certificates</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> - Experience in delivering and/or co-ordinating community focussed programmes - Experience in communicating with a range of internal and external stakeholders - Experience in monitoring and reporting on project/programme delivery - Experience of safeguarding and child protection. 	<ul style="list-style-type: none"> - Experience in management of a community facility and building - Experience in securing funding for the support or delivery of community programmes - Experience in building management - Experience in securing and delivering work placements and apprenticeship programmes 	<p>Application Interview</p> <p>Professional References</p>

<p><u>Behaviour and Skills</u></p> <ul style="list-style-type: none"> - Approachable with good communication skills with a range of stakeholders - High levels of confidentiality and probity - Establish fair and respectful, supportive and constructive relationships with others - Demonstrate positive values and attitude - Creating a collaborative and cooperative working environment - Ability to use data to inform decision making 	<ul style="list-style-type: none"> - Team working qualities that would complement the existing Strengthening Minds organisation - Ability to make strategic decisions to inform innovation and growth 	<p>Application Interview</p> <p>Professional References</p>
<p><u>Professional knowledge and understanding</u></p> <ul style="list-style-type: none"> - Understanding the key factors to deliver excellent services - Understanding a range of programmes to support community development - Understanding of current and emerging socio-economic issues - Awareness of third-party projects to support service delivery - Ability to use data to inform decision making 	<ul style="list-style-type: none"> - Strategic level of understanding of Kent and Regional socio-economic issues - Understanding of national relevant policies 	<p>Application Interview</p>
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> - Excellent inter-personal and communication skills. - Excellent organisational and time management skills - Excellent ability to prioritise effectively. 	<ul style="list-style-type: none"> - Ability to inspire, lead and motivate stakeholders and members of the community - Excellent commitment to the community and 	<p>Application Interview</p>

<ul style="list-style-type: none"> - An outstanding passion and drive for raising standards within a community - A strong commitment to support future development of the community - Ability to maintain confidentiality. 	<p>development of the Spiritual, Moral, Social & Cultural (SMSC) Positive, energetic, enthusiastic and resilient, thriving on challenges.</p>	
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Note to applicants: Whilst all criteria above are important, those under essential are the key requirements. You should pay particular attention to these areas and provide evidence of meeting these in your application.