Community Engagement Officer - Person Specification 2026

COMPETANCY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education, Professional qualifications, and training.	5 x GCSEs, grade C or above (or equivalent) including English Language and Maths. Good standard of written communication and ability to write reports. Competent user of internet and social media. Competent use of IT packages including Microsoft Office software.	A degree level qualification in a heritage or environmental subject Other relevant vocational and/or job-related training.	Application form. Sight of certificates at interview.
Knowledge and experience	Knowledge of and experience of community engagement Experience of project planning and producing clear, measurable outputs Experience in delivering or facilitating training Experience of using digital engagement tools including social media. Experience of organising and managing events Good working knowledge of word processing, spreadsheet and database software.	Knowledge of and experience of working with volunteers Experience of developing and delivering nature connection activities and knowledge of different techniques, resources, tools and activities to engage new audiences with nature and improve nature connectedness. Experience of building relationships with external partner organisations Good understanding of safeguarding procedures and risk assessments.	Application form. Interview.

		Evidence of using Equality legislation in employment and service delivery.	
Abilities, values and skills	Excellent organisational skills, ability to prioritise and meet deadlines. Strong inter-personal skills, ability to work effectively on your own and in a team. Good communication skills, both orally and in writing, effective at all levels. Fluent and confident user of commercial social media pages. Ability to use these channels to increase community engagement.	Evidence of ability to create and maintain good relationships and networks over a period of time. Confident public speaker. Committed to the environment and biodiversity.	Application form. Interview.
Personal qualities	Willingness to work in the evening and weekends, when Council or committees meet, and work flexibly during weekdays as a result. Willingness to undertake training. Committed to the role and achieving the strategic objectives of the council A commitment to working within the Town Council's equalities and Health and Safety at work obligations.	Ability to manage own working time to meet needs of the council without close supervision. Willingness to travel to all parts of Baildon and further afield.	Application form. Interview.