

**Community Action Blackburn  
Person Specification for Community Project Co-ordinator**

**1. WORK CONTEXT**

The Community Project Officer will be based at Blackburn, West Lothian. This is a hybrid working position with a requirement for travel to and work within the West Lothian area, as well as work which will be out with office hours.

**2. AUTONOMY AND DECISION-MAKING**

Planning and Review Meetings with Director to agree work plan and priorities.  
Involvement in Steering Group meetings to support decision making.

**3. COMMUNICATIONS**

**Internal**

Excellent verbal and written communications required to report on progress against work plan and budgets

**External**

Excellent verbal and written communications required with

- Strategic partners at a local and national level from voluntary and statutory organisations and agencies who have an interest in community approaches to reducing alcohol related harm
- Key partners and stakeholders within West Lothian.
- Politicians and policy makers
- Alcohol and Drug Partnerships
- Local Licensing Board and Forum
- Academic partners
- Funders

**4. KNOWLEDGE, SKILLS AND ATTRIBUTES REQUIRED FOR THE POST**

**Essential skills and experience**

- Excellent verbal and written communications and demonstrable report writing skills
- Excellent time management and organisational skills
- Excellent networking skills
- Excellent analytical skills
- Excellent negotiation skills
- Proficiency in the use of Microsoft Office and e-technology
- Ability to self manage and plan own workload
- Experience of working at a strategic level with a range of partners
- Experience of inter-agency working in a community setting
- Experience of organising events and meetings
- Experience of budgetary management
- Experience of monitoring and evaluation
- Understanding and experience of using a community development approach

- Committed to equal opportunities and non-discriminatory practices

**Desirable skills and experience**

- Experience of research methods and techniques
- Knowledge of website management