



Person Specification

Community Engagement Coordinator

Essential

- 1) Commitment to sustainability and the aims of The Lost Plot.
- 2) Interest and understanding of sustainable communities particularly in relation to the environmental implications of food
- 3) Knowledge of organic gardening methods, the principles of healthy eating and and experience of growing a range of food crops.
- 4) Ability to be a self-starter and to work on own without day-to-day supervision.
- 5) Ability to work in a team and a community/voluntary setting and be prepared to 'muck in' as required
- 6) Ability to work on the differing tasks identified in the Job Description at the same time (and to enjoy doing it).
- 7) Possessing good inter-personal skills, both face-to-face and over the phone.
- 8) Ability to get complex information across simply and concisely and to a range of different audiences.
- 9) Demonstrated reliability regarding attendance and work performance.
- 10) Ability to set performance objectives and ensure these are achieved.
- 11) Flexibility and enthusiasm, combined with lots of common sense.
- 12) Willingness and ability to work from home.
- 13) Excellent organisational/admin. skills and attention to detail –
 - Maintaining a filing system
 - Keeping records of work undertaken
 - Keeping records of expenses incurred
 - Awareness of the need for confidentiality

- Organising a diary
- Managing a database

14) Awareness of self-presentation in varying situations.

15) Awareness of issues of difference and diversity.

Desirable

- 1) 1 - 3 years of project management experience.
- 2) Possessing a range of IT skills.
- 3) Report-writing skills and experience.
- 4) Knowledge and experience of evaluation techniques.
- 5) Based in, and familiar with, the Greater Manchester area.