

Person Specification

422 Community Hub: Community Engagement Manager

Criteria	Requirement	Essential/ Desirable	Means of assessment
Recent Experience	Proven experience in community engagement, or a similar role within a charity, community-based, or public sector environment	Essential	Application; interview
	Working alongside local people and organisations in a diverse community or similar environment	Essential	Application; interview
	Demonstrated success in promoting and marketing events, programs, or services	Essential	Application; interview
	Demonstrated success in managing events, programs, or services	Essential	Application; interview
	Experience in monitoring, evaluating and reporting on project outcomes and impacts	Desirable	Application; interview
	Volunteer management and training	Essential	Application; interview
	Implementing and adhering to policies, procedures and risk assessments including food hygiene, safeguarding and health and safety	Essential	Application; interview
	Working in a community alongside people experiencing deprivation	Desirable	Application; interview
	Completing successful fundraising applications	Desirable	Application; interview

Skills	Excellent interpersonal and communication skills, with the ability to engage effectively with diverse groups, including minority ethnic communities and people experiencing deprivation	Essential	Application; interview
	Strong networking skills with a track record of building and maintaining positive relationships with community members, organisations, and stakeholders.	Essential	Application; interview
	Attention to detail and thorough 'completer finisher' approach	Essential	Application; interview
	Ability to work collaboratively to launch and enhance programs, ensuring they meet community needs and adhere to best practices.	Desirable	Application; interview
	Creative problem-solving skills with the ability to develop innovative approaches to community engagement and program delivery	Essential	Application; interview
	Strong organisational and time-management skills, with the ability to manage multiple tasks, priorities and meet deadlines	Essential	Application; interview
	Proficiency in data collection, analysis, and reporting, including the ability to create compelling reports with infographics	Desirable	Application; interview
	Ability to develop and implement strategic plans to increase community engagement and room hire usage	Desirable	Application; interview
	Ability to market and promote facilities and services, with a dynamic approach to identifying and capitalising on opportunities	Essential	Application; interview
	Skilled in designing and implementing monitoring and evaluation frameworks to assess program effectiveness	Desirable	Application; interview
Values and Approach	Empathetic and sensitive towards individuals from diverse backgrounds and those experiencing deprivation or social isolation	Essential	Interview

	Self-motivated and proactive with an enthusiasm for self-development	Essential	Interview
	A positive and flexible approach, with a strong ability to work as part of a team with occasional evenings and weekends as required	Essential	Application; interview
	Able to hold or be in sympathy with Manchester Vineyard vision, values and ethos*	Essential	Interview
	A personable and empowering leadership style, with an ability to articulate vision and motivate others to play a meaningful part	Desirable	Interview
	Willingness to take on a variety of tasks and responsibilities as required, demonstrating adaptability and a proactive approach to role development	Essential	Application; interview
Qualifications	Relevant professional qualifications or certifications in community engagement, project management, or fundraising would be advantageous.	Desirable	Application
	A-levels or equivalent	Desirable	Application