

VCSE Neighbourhood Integration Officer

Person Specification

Qualifications	
Essential:	Desirable:
A good standard of basic education with English and Maths GCSE as a minimum	A qualification in project management, coaching, community development, or equivalent experience
Evidence of ongoing personal development, training and/or skills updates	A willingness to undertake further training/qualifications if required
Experience	
Essential:	Desirable:
Experience of organising events	Experience of partnership working with a range of other organisations.
Have experience of creating surveys and/or feedback forms	Experience of facilitating group discussions
Experienced in using all Microsoft Office applications and managing own computer work	Experience in the use of Canva and online shared working tools, such as SharePoint

Knowledge, skills and understanding	
Essential:	Desirable:
Well-developed interpersonal skills and ability to communicate effectively verbally and in writing	Knowledge of the geography of the London Borough of Hillingdon
A commitment to equal opportunities and inclusivity	Knowledge of the third sector in Hillingdon and an understanding of some of the challenges it faces
Personal attributes	
A highly creative, proactive and innovative thinking individual with excellent relationship building skills	
Someone with excellent interpersonal skills and confidence, with the ability to listen and understand the needs of individuals and organisations	
Self-motivated and proactive, with the ability to manage a varied workload and meet deadlines without close supervision	
Able to travel across the borough and deliver activities at various venues, for which out-of-pocket expenses will be paid.	