



Person Specification			
Post title	Community Builder	Grade	G / £31,067 - £32,654 per annum

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience in either the public or VCFSE sectors including knowledge of the challenges the opportunities both sectors face.	CV/SS, I
S2	Understanding of the roles that the public, private and VCFSE sectors have in creating and sustaining a civil society and applying such knowledge into tangible projects that provide meaningful positive results.	CV/SS, I
S3	Experience of facilitating, enabling, empowering citizens and communities to shape, deliver and be accountable for their public services by implementing strength-based approaches to building communities and to the empowerment of local people.	CV/SS, I
S4	Understands the roles and contributions of all sectors of the community and can mobilise resources (financial and human) through meaningful engagement and empowerment.	CV/SS, I
S5	A strong desire to work across disadvantaged communities irrespective of backgrounds to support / enable their positive social, economic and environmental development.	CV/SS, I
S6	Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.	CV/SS, I
S7	Ability to multitask, problem-solve, prioritise, delegate, and to create systems and processes.	CV/SS, I
S8	Able to meet deadlines and prioritise own work to deliver team / service objectives.	CV/SS, I
S9	Willingness to work flexibly and adapt to the different working environments required in community	CV/SS, I

May 2025





	work.	
S10	Excellent written skills with the ability to prepare funding proposals, applications and reports when needed.	CV/SS
S11	IT skills and the ability to work independently using a range of applications and software applications.	CV/SS
S12	A flexible and energetic team player who is self-motivated with a hands-on approach.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Relationship management, excellent communication skills that enhance internal organisational relations and maximise the collaborative advantages of external public, private and VCFSE sector relations and collaborations	CV/SS, I
C2	Good engagement, presentation and communication skills; using this ability to build trust and negotiate with a range of stakeholders and audiences.	CV/SS, I
Qualifications		
Q1	Relevant vocational or work-based training courses leading to qualifications in for example Facilitation, Social Studies / Policy and Project Management, Community Development or equivalent experience.	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**

May 2025





- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

May 2025

