

# Person Specification: CECF Development Officer

	Essential	Desirable
<b>Knowledge and Experience</b>	1 Knowledge of Cambridgeshire and experience of work with BME groups and strategic external agencies and / or partnerships	Experience of partnership project work at County level
	2 Paid or voluntary experience in the voluntary sector, relevant to the job description	Good experience of community development
	3 Thorough knowledge of at least one minority ethnic community and the ability to understand the issues facing Black and Minority Ethnic (BME) communities through this knowledge	
	4 Group work including the ability to work with a wide range of organisations and people, from both the voluntary and public sectors	
	5 Knowledge and commitment to cultural diversity and cohesion and good understanding of work in these areas	
	6 Effective knowledge of equalities legislation and ability to implement equal and anti racist policies	
	7 Knowledge relevant to fundraising, project management and delivery	Experience of this
	8 Knowledge of relevant initiatives affecting the BME sector at local and County level	
<b>Skills</b>	9 Good negotiation skills; ability to achieve consensual agreements	Proficient IT skills
	10 Ability to communicate effectively (both verbal and written) with a wide range of people from different cultural backgrounds	
	11 Effective team player with the ability to build contacts and make use of networks	
	12 Ability to lead an organisation and manage staff and volunteers	
	13 Ability to organise social and cultural events	
	14 Sound organisational, financial, IT and administration skills; effective report writing skills	
<b>Qualifications</b>	15 Good general education including English language; capable of keeping financial records and writing clear letters Degree level or equivalent experience	Relevant qualifications e.g. showing research experience or understanding of social issues
<b>Attitude</b>	16 Flexible, empathetic, tactful; able to relate to people of all backgrounds and with different needs	
	17 Self motivating and able to finish planned work to meet deadlines	
	18 Political sensitivity and good judgement	