

Designation:	2030 Community Action Officer
Grade:	Stroud 5
Responsible to:	2030 Strategy Manager
Service Area:	Corporate Governance Team
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Educated to degree level
- Qualifications that assure good standards of numeracy and literacy.

EXPERIENCE

- Knowledge and experience of working with people and inspiring them about sustainability.
- Understanding of grass roots movements and how to support them
- Experience of creating and delivering projects/campaigns that lead to action
- Experience of forming effective relationships with community groups and individual members
- Experience of working with partner organisations

SKILLS & KNOWLEDGE

- Excellent communication skills, both verbally and written, with a wide range of ages and backgrounds
- Ability to work independently using own initiative and judgement, as well as in close co-operation with others
- Excellent presentation skills (written and verbal) and ability to communicate effectively with a wide range of people
- Able to inspire people and to engage and work with a diverse range of community organisations and leaders
- Excellent organisational and time-management skills, able to prioritise workloads and meet deadlines
- Excellent IT skills and fully competent in Microsoft Word, Excel, PowerPoint, Teams (including video chat functions), Zoom video chat.

PERSONAL ATTRIBUTES

- Passionate about the importance of the natural environment to the health and sustainability of the planet's climate, eco-systems and people
- High degree of initiative, enthusiasm, motivation and dedication
- Ability to demonstrate pragmatism, tact and diplomacy, with an ability to work with partners
- Good attention to detail
- Proactive, flexible and comfortable with change

OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Drive to learn and develop with the role and to tackle challenges head on
- Interest and understanding of environmental sustainable development issues.
- Ability to travel for work purposes when required

DESIRABLE CRITERIA

QUALIFICATIONS

- Educated to degree level in relevant subject area (e.g. social or environmental science, ecology etc.) or, ability to demonstrate equivalent experience
- Quality and/or data Management qualifications or equivalent experience

EXPERIENCE

- Experience of working in diverse rural communities
- Specific knowledge of energy efficiency and retrofit
- Experience of project management

SKILLS & KNOWLEDGE

- Demonstrable experience of working with partners to solve problems

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.