

# APEX HOUSING ASSOCIATION

## EMPLOYEE SPECIFICATION

**POSITION:** Senior Communities Officer (Housing for All)

**DATE COMPLETED:** July 2022

CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION/ QUALIFICATIONS/ ATTAINMENTS &amp; EXPERIENCE</b>	<p>3<sup>rd</sup> level qualification and 2 years' experience working in a housing / Community Development environment</p> <p style="text-align: center;"><b>or</b></p> <p>Educated to 'A' Level standard or equivalent with 3 years' experience working in a housing / Community Development environment</p> <p>Experience to include:</p> <ul style="list-style-type: none"> <li>• community involvement and / or Community Development</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p>Experience of multi-agency and partnership working.</p> <p>Experience of building effective working relationships with Stakeholders</p> <p>Experience of managing and monitoring budgets</p> <p>Experience of managing staff</p> <p>Experience of managing a funded project</p> <p>Demonstrate the ability to identify skills gaps and training needs</p>	<p>Working knowledge of 'Housing for All' within social housing</p> <p>Previous line management experience</p> <p>Previous experience of conducting research and producing reports</p>
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>	<p>Skilled business use of Microsoft Office Packages</p>	



<p><b>COMMUNICATION</b></p>	<p>Ability to communicate effectively and maintain positive working relationships</p> <p>Ability to produce information for a variety of audiences</p> <p>Ability to demonstrate problem solving skills</p>	
<p><b>PERSONAL SKILLS</b></p>	<p>Produces work to a high standard with attention to detail, accuracy and reliability</p> <p>Effective, planning, organising and management of workload</p> <p>Conscientious and proven team member with the ability to motivate and engage with people at all levels</p>	
<p><b>CIRCUMSTANCES</b></p>	<p>Flexibility and ability to work irregular hours as required.</p> <p>*Full current driving license and access to a car</p>	

\*This criteria will be waived in the case of an applicant whose ability prohibits driving, but who is able to arrange suitable alternative arrangements.