

	Essential	Desirable
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• An understanding of vulnerable people, potentially with complex needs, gained through paid or unpaid work, or through life experience.</li> <li>• Enthusiasm for contributing to transformative change for those in need.</li> <li>• Sound judgement, initiative and resourcefulness in finding solutions to issues.</li> <li>• Strong relationship management and interpersonal skills.</li> <li>• Good written and oral communication skills, with the ability to present information to a range of audiences.</li> <li>• Proactive and self-starting, particularly in the context of engaging internal and external stakeholders.</li> <li>• Highly organised, with attention to detail.</li> <li>• Ability to prioritise, plan and manage the work of a team, with an emphasis on collaborative working. Project management qualifications are not required but you must be able to plan and communicate work plans, milestones and outcomes.</li> <li>• Familiar with using personal computing, especially Microsoft Office (Word, Excel, PowerPoint).</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the Reading voluntary and community sector.</li> <li>• Experience of working with a range of communities.</li> <li>• Experience of organising events.</li> </ul>