**Person Specification – Hull Food Partnership Community Food Support Officer**

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| **Requirement** | **Essential** | **Desirable** |
| Skills & Abilities | * Excellent administrative skills.
* Proven high level organisational skills with the ability to plan ahead and coordinate a number of demands.
* Capable of prioritising and planning their own workload to meet deadlines.
* IT literate and numerate with excellent data entry.
* Excellent interpersonal skills and the ability to engage with people from a wide range of backgrounds.
* Ability to work on tasks independently, as well as part of a team.
* Positive approach with a focus on delivering positive outcomes.
* Be flexible and adaptive to the demands of the role.
* Strong eye for detail.
 | * Designing marketing material using Canva to promote projects, events and other initiatives as appropriate.
* Ability to use social media and online tools to promote food related activity on behalf of local organisations.
* Ability to write reports.
* Ability to assess basic data.

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| Experience | * Experience of working with a range of people from various backgrounds.
* Experience of leading and facilitating effective partnership working with a wide range of agencies and stakeholders demonstrating the benefits of building long-term working, strategic and productive partnerships.
* Experience of effectively engaging and connecting with a wide range of people in different settings showing understanding of diverse needs.
 | * Experience of delivering community work which has a strong focus on community participation and empowerment, evidencing networking and collaboration expertise.
* Experience of coordinating and/or delivering projects in food and/or health
* Experience and understanding of committee working
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| Knowledge | * Knowledge of MS Office Packages including Excel.
* Understanding of food poverty in Hull and the financial / social issues surrounding it, from strategic, operational or community perspectives.
 | * Awareness of the national and international issues impacting on sustainable food supply and interest in the subject as a whole
* Experience and exposure to new digital methodology and tools available in mapping development.
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| Qualifications | * GCSE A-C in English and Mathematics (or equivalent).
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| Personal Qualities | * A motivator, with passion and energy.
* Willingness to undertake training and proactively seek to increase self-knowledge to fulfil the role.
* Commitment to team working.
* Commitment to continuous personal development.
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| Other | * Willingness and ability to travel efficiently across Hull and the surrounding area.
* Flexibility to work outside normal hours occasionally and to work at other sites.
* Understanding of need to maintain confidentiality.
* Commitment to equality and diversity and promoting inclusion.
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