**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. |
| 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 |
| 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. |
| Qualifications | * GCSE A-C in English and Mathematics (or equivalent). |  |
| 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. |  |
| 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. |  |