



## Person Specification

**Job Title:** HDRC Community Research Engagement Lead

	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE standard, including English and Maths	X	
Educated to A level or equivalent		X
Management qualification		X
Research qualification		X
First Aid certificate		X
<b>Experience</b>		
Significant experience of voluntary and community engagement work	X	
Experience in working within communities on research or discovery projects	X	
Experience of co-production and facilitating group discussions	X	
A track record in establishing and maintaining positive partnerships and professional relationships	X	
Experience in using CRM databases and IT systems	X	
Experience in developing, planning, implementation and evaluation of successful projects and/or events	X	
<b>Knowledge</b>		
An understanding of the role of HIVE Portsmouth within the city		X
A good understanding of the VCSE and the issues important to the sector	X	
A thorough understanding of community engagement and co-production	X	
An understanding of good practise in record keeping and data protection within organisations	X	
<b>Skills</b>		
The ability to act with discretion, maintain high standards of integrity and behaviour.	X	
An approachable, personable, and friendly demeanour with excellent relationship building skills.	X	



The ability to manage conflicting priorities and diverse workload	X	
Excellent interpersonal and communication skills.	X	
Genuine listening skills, coupled with the ability to guide conversation and ensure focused discussions	X	
The ability to apply creative ways to raise awareness of existing services & projects and a solution focused approach to development	X	
The ability to establish positive professional relationships and strong partnership working across multiple statutory and voluntary services	X	
The ability to identify opportunities for joint development and collaborative working.	X	
The ability to work on own initiative and take the lead on engagement activities	X	
Ability to identify potential links and add value by taking strategic oversight of emerging issues.	X	
Excellent organisation and administrative skills with the ability to work effectively to deadlines, meet targets and achieve results	X	
An individual who displays high levels of diplomacy, transparency and integrity	X	
Excellent report writing skills	X	
The ability to analyse, interpret and apply data in planning and performance measurement.	X	
Proficient in IT and online systems, including Microsoft Office, CRM systems, SharePoint, and Microsoft Teams	X	
<b>Values</b>		
A strong commitment to our charitable objects	X	
A highly professional attitude and work ethic	X	
A flexible and adaptable approach to work with sound judgment, honesty and integrity	X	
A strong commitment to teamwork and positive outcomes for people	X	
A willingness to take on different responsibilities as the role develops.	X	

HIVE Portsmouth brings people together to build a happier, healthier and more connected city.

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