



Person Specification			
Post title	Community Builder	Grade	G / £32,061 - £33,699

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience in either the public or sport and physical activity sectors including knowledge of the challenges and opportunities that both sectors face.	CV/SS, I
S2	Understanding and experience of the roles that the public, private and community sectors have in creating and sustaining an active society and applying this knowledge to support projects which provide meaningful positive change.	CV/SS, I
S3	Understanding of the funding landscape for community organisations to facilitate delivery of physical activity and experience in submitting and/or supporting successful bids to support community sport and activity.	CV/SS, I
S4	A strong desire to work across disadvantaged communities irrespective of backgrounds to support / enable residents to be more physically active.	CV/SS, I
S5	Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.	CV/SS, I
S6	Ability to multitask, problem-solve, prioritise, delegate, and to create systems and processes.	CV/SS, I
S7	Able to meet deadlines and prioritise own work to deliver team / service objectives.	CV/SS, I
S8	Willingness to work flexibly and adapt to the different working environments required in community work.	CV/SS, I
S9	Excellent written skills with the ability to prepare funding proposals, applications and reports when	CV/SS

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	needed.	
S10	IT skills and the ability to work independently using a range of applications and software applications.	CV/SS
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Willingness to work unsociable hours in order to support volunteers and community groups	I
Communication		
C1	Relationship management, excellent communication skills that enhance internal organisational relations and maximise the collaborative advantages of external public, private and community sector relations and collaborations.	CV/SS, I
C2	Good engagement, presentation and communication skills; using this ability to build trust and negotiate with a range of stakeholders and audiences.	CV/SS, I
Qualifications		
Q1	A degree in a relevant field like sports development, or extensive equivalent experience in developing opportunities for people to be active.	SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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