**BRADFORD HATE CRIME ALLIANCE (BHCA).**

**PERSON SPECIFICATION**

**POST:**  **Hate Crime Coordinator.**  **DATE: December 2024**

**When making your application you will be assessed against the criteria set out below in the person specification**

**Please read and ensure your application meets the role specification, if your application does not meet this requirement, you will not be shortlisted.**

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **Assessment Criteria** |
| --- | --- | --- | --- |
| **Application** | **Test** | **Interview** |
| Qualifications/Training | * No formal qualifications needed.
 | * Training & qualifications in subjects relevant to this post, especially community development and advocacy.
 | Yes |  |  |
| Equal Opportunities | * Understanding of and commitment to maintaining an equal opportunities environment in all aspects of the service delivery and in the community.
 |  | Yes |  |  |
| * Demonstrable knowledge in the application of Equal Opportunities and Diversity and the impact it has on those affected.
 |  |  |  | Yes |
| Experience | * Experience of organising and planning projects or activities, either within a team or as a sole worker, including target-setting, planning, monitoring review and reporting of services.
 | * Experience of working within the voluntary sector.
 | Yes | Yes | Yes |
| * Experience of working with protected characteristic groups (Disabilities, faith, race, gender, sexual orientation)
 | * Demonstration of a "hands on" experience working in a hate crime prevention role or equivalent community development environment.
 | Yes |  |  |
| * Experience of working and contributing within multi-disciplinary teams.
 |  |  | Yes |  |
| * Experience of administration systems and processes
 |  | Yes |  |  |
| Knowledge | * In-depth knowledge of hate crime legislation.
 |  |  |  | Yes |
| * Knowledge of other relevant organisations / voluntary organisations and networks that support people in communities.
 |  |  |  | Yes |
| * Understanding of the needs, issues and impact facing victims of hate crime.
 |  |  |  | Yes |
| Skills/abilities | * Ability to work unsupervised and to structure own workload within a team setting, to use initiative within policy and procedural guidelines, to negotiate and share work with colleagues.
 |  |  |  | Yes |
| * Ability to research / introduce relevant ideas to colleagues.
 |  | Yes |  |  |
| * Ability to liaise / network with a range of people / organisations.
 |  | Yes |  |  |
| * written and verbal communication skills including presentations.
 |  | Yes |  |  |
| * Proficient in organising and planning.
 |  |  | Yes |  |
| * skills and interpreting what is being said (verbal & written) and applying and actions identified.
 |  |  | Yes |  |
| * Experience of computer systems and processes.
 |  |  |  | Yes |
| Attitude | * A tolerant, understanding, and flexible attitude, together with the ability to be directive as required.
 |  |  |  | Yes |
| * A calm, empathetic and measured approach when dealing issues considering conflicting demands and emotions.
 |  |  |  | Yes |
| Personal Circumstances | * On occasions may be requirement to work outside normal office hours.
 |  |  |  | Yes |