



The Bridge Collective

## Person Specification

### Community Worker – Governance and Operations

<b>Skills/Experience/Personal qualities</b>  We're not looking for perfection in all these areas, but we're looking for someone with confidence and willingness to learn.		Measured by: Application & interview
Understanding of and commitment to the Bridge's ethos and mission	<ul style="list-style-type: none"> <li>● Commitment to collective working &amp; consensus decision making</li> <li>● Interest in development of the Bridge Collective as a community</li> <li>● Participatory, inclusive facilitation</li> <li>● Willing to learn with other people</li> <li>● Relevant lived experience</li> <li>● Interest in a wide variety of perspectives about mental health</li> </ul>	
Admin skills	<ul style="list-style-type: none"> <li>● Administration: phone, email, post, database, virtual team working, social media, report writing, filing</li> <li>● Petty cash handling</li> </ul>	



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Organisational skills	<ul style="list-style-type: none"> <li>● Overview: what needs to happen by when</li> <li>● Initiative and keeping momentum</li> <li>● Independent working</li> <li>● Time management, well organised</li> <li>● Project and event coordination</li> </ul>	
Communication skills	<ul style="list-style-type: none"> <li>● Listening &amp; hearing</li> <li>● Communicating own voice</li> <li>● Being able to say positive no's as well as yes's</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>● Self-reflection</li> <li>● Able to "be" as well as "do"</li> <li>● Tolerance of uncertainty</li> <li>● Reliability</li> <li>● Enthusiasm</li> <li>● Creativity and adaptability</li> <li>● Versatility and flexibility</li> <li>● Ability to be patient</li> </ul>	