

FRIENDS OF LOCH LOMOND & THE TROSSACHS

Support Officer

Person specification

E = Essential D = Desirable

Education and formal training/qualifications

Educated to SQA level or equivalent, including English and Maths E

Relevant experience, knowledge and competencies

Experience in an administrative or project support role including experience of designing, setting up and implementing project administrative processes and procedures and budget monitoring spread sheets. E

Show sound competence in the use of a range of software to include MS Office Suite E

Demonstrate excellent verbal communication skills, being courteous and tactful E

Demonstrate excellent written communication skills, working accurately and paying attention to detail E

Demonstrate strong personal organisational skills E

Be self motivated, able to work under own initiative E

Be a good team player with a willingness to be flexible and adaptable E

Experience of work in a customer-facing, business role D

Experience of updating websites using Joomla or similar web package D

An understanding of and experience of a social media marketing tools D

A knowledge and understanding of:

- Conservation D
- National Parks D
- Tourism D

Other requirements/constraints

Full UK driving license with access to a vehicle for work purposes E

Required to work occasional evenings and weekends E