

Glasgow Wood Recycling Person Specification
Development Worker

	Essential or Desirable?	How Assessed?
Experience:		
Have sound experience of working in a development capacity	E	Application form (AF)
Good experience of recruiting and helping to support volunteers or trainees	E	AF and Interview (IV)
Able to demonstrate skills of partnership working with a variety of public, private and voluntary organisations	E	AF, and IV
Excellent interpersonal and communication skills; including report writing	E	IV
Can show experience of implementing monitoring and evaluation methods	E	AF and IV
Good IT, social media and administrative skills, including use of Excel and word.	D	IV
Knowledge:		
Good knowledge of third sector networks	E	IV
An understanding of the ethos of volunteering and Social Enterprise.	D	IV
Knowledge of essential relevant health and safety procedures	D	IV
Skills & Competencies:		
Excellent communication skills, comfortable engaging with a variety of people and organisations	E	IV
Have sound record keeping skills	D	IV
Manages resources and targets well	D	IV

<p>Qualifications / Education / Training:</p> <p>Appropriate development/community/training qualification or experience</p>	E	AF/Evidence
<p>Personal Attributes:</p> <p>Self-motivated Ability to make decisions and use initiative Positive and sociable, with a can-do attitude.</p> <p>Empathetic / Good listening skills</p> <p>Prepared to learn new skills</p>	<p>E E E</p> <p>E</p> <p>E</p>	<p>IV IV IV</p> <p>IV</p> <p>IV</p>
<p>Other:</p> <p>Flexible approach to workload / scheduling to meet deadlines/peak periods</p> <p>Able to participate and contribute fully in team meetings</p>	<p>E</p> <p>E</p>	<p>IV</p> <p>IV</p>