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|  |  | **C:\Users\fmacleod\Dropbox\CCIG Folder\6 Displays Leaflets, Logos etc\CCIG\logos\Partner logos\OHSEP.jpg** |  |
| Registered charity  no: **SC015053** | Registered **charity**  **no**: SC041459 | **CIC** (SC380816) | Partnership funded by the Scottish Government |

**Third Sector Officer - Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge and Skills** | | | |
| **Essential** | **Desirable** | **How will this be evidenced** |
|  | Knowledge of the Western Isles, its communities and the local third sector | Interview |
| Excellent communication, presentation, and reporting skills (written and verbal). | Ability to communicate in Gaelic | Application Form and Interview. Possible work related task prior to or during interview |
| Computer literate, with an in-depth working knowledge and experience of using Microsoft Office, internet-based IT communication systems and social media platforms. |  | Application and Task |
| Ability to work unsupervised on own initiative and manage time and prioritise workload to meet deadlines. |  | Application and Interview |
| Awareness and understanding of third sector issues |  | Interview |
| Awareness and understanding of the community planning process, public sector reform, community development, and relevant government legislation |  | Application and Interview |
| Self-directing with strong administrative and organisational skills |  | Application and interview |
|  | |  |
| **Experience and Qualifications** | | | |
| **Essential** | **Desirable** | **How will this be evidenced?** |
| Relevant proven experience in a third sector or public sector environment | Educated to degree level or equivalent | Application and Interview |
| Providing advice/training in a third sector or public sector environment on: Governance, Organisational Development, Funding & Financial Management and Service Delivery & Planning | Community Volunteering | Application and Interview |
| Undertaking organisational Health Checks and experience of EFQM |  | Application and Interview |
| Experience of strategic/business planning within the third sector or public sector |  | Application and Interview |
| Experience of working in partnership to successfully deliver outcomes |  | Application and Interview |
| **Personal Qualities** | | | |
| **Essential** | **Desirable** | **How will this be evidenced?** |
| Good interpersonal skills | Ability to communicate in Gaelic | Interview |
| Ability to inspire and motivate others |  | Interview |
| Ability to maintain confidentiality, and act with discretion and empathy |  | Application & Interview |
| Able to connect and build strong working relationships with a range of people both at strategic and operational levels based on openness, mutual trust and personal integrity. |  | Application & Interview |
| **Other** | | | |
| **Essential** | **Desirable** | **How will this be evidenced?** |
| Ability to work flexibly, from home or an office environment including attending evening meetings and occasional travel to the mainland and other Island locations Outer all within government guidelines. |  | Interview |
| A UK driving license | Ownership and access to the vehicle | Application |