

## PERSON SPECIFICATION

**Job Title: Manager: North Yell Development Council**

**Date Prepared: February 2021**

Key Criteria	Essential	Desirable
Qualifications and Training	Degree level education or vocational level equivalent in one of the following fields: <ul style="list-style-type: none"> <li>• Renewables</li> <li>• Project Management</li> <li>• Community Development</li> </ul>	
Work Experience	Experience of work in a relevant sphere. e.g. renewables / community or economic development / project management / charity sector  Experience in project funding including experience of writing successful grant applications  Knowledge of relevant Scottish funding bodies  Experience of high-level project management	Experience at management level in a relevant industry  Experience of working with Scottish funding bodies  Experience of working with Scottish Government Agencies  Contract management experience  Experience of project risk management issues and procedures  Experience of accounting and accounting software  Experience of community development
Membership of professional bodies/ associations	Not required	

<p>Skills and Abilities</p>	<p>Communications including PR, presentation, ability to communicate to groups at different levels, ability to disseminate and present information clearly</p> <p>Ability to network and establish useful contacts</p> <p>Event management</p> <p>Report writing</p> <p>Time Management</p> <p>People management</p> <p>Strong self discipline to work effectively and remotely, in the absence of close supervision</p> <p>Ability and desire to work within a small and strong community</p> <p>Ability to undertake training in unfamiliar aspects of the job</p>	<p>Knowledge of corporate structures, company law relevant to charities and community development groups</p> <p>Knowledge of project funding sources and application processes.</p> <p>Knowledge of renewable energy funding – FIT and Ofgem procedures</p> <p>Negotiating and influencing at community and government level</p>
<p>Technical Skills</p>	<p>General administrative skills including report writing, minute taking</p> <p>Computer literacy including Word, Excel and PowerPoint.</p>	<p>More advanced IT skills (e.g. Website Development, telephone and video conferencing, project management software and accountancy software).</p>
<p>Job Circumstances</p>	<p>Duties will substantially be on Yell. The post holder may, however, be required to travel off island when necessary.</p> <p>Car driver/owner</p>	<p>Willing to work on own at home or within offices.</p> <p>Based in Yell</p> <p>Ability to work flexibly including weekends/evenings where necessary.</p>