**PERSON SPECIFICATION**

**JOB TITLE: Development Officer**

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|  **Essential Desirable** |
| **1. Education & Qualifications** |  |  |
| A degree or diploma in a relevant subject, or equivalent relevant practical experience | ✓ |  |
| **2. Experience** |  |  |
| Project management experience, including effective management of budgets and resources | ✓ |  |
| The ability to manage staff | ✓ |  |
| Experience of fundraising and report writing |  | ✓ |
| Experience of working with vulnerable groups |  | ✓ |
| Experience of working remotely | ✓ |  |
| **3. Knowledge** |  |  |
| Good working knowledge and understanding of the voluntary sector particularly in relation to ex-Forces, well-being and disability |  | ✓ |
| Good working knowledge and understanding of serving and ex-Forces Forces personnel | ✓ |  |
| Good working knowledge and understanding of working with vulnerable groups |  | ✓ |
| Good working knowledge and understanding of community theatre practice |  | ✓ |
| **4. Skills/Abilities** |  |  |
| Excellent verbal and written communication skills | ✓ |  |
| Good social media skills |  | ✓ |
| Good time management skills: the ability to meet tight deadlines and work under pressure | ✓ |  |
| Excellent IT skills  | ✓ |  |
| Good negotiation, diplomacy and interpersonal skills | ✓ |  |
| The ability to work successfully with a professional team | ✓ |  |

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| **5. Personal Attributes** |  |  |
| A strong desire to help and support our participants and their families | ✓ |  |
| A positive, creative approach to working with colleagues | ✓ |  |
| The ability to support participants in a calm, respectful and professional manner. To listen to, and respond to their needs | ✓ |  |
| The ability to understand and progress the vision for the Company | ✓ |  |