

**Person Specification**

<b>JOB TITLE      Development Officer</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>• Qualification or minimum 3 years proven experience in a relevant field, e.g., community development, engagement, fundraising, project management</li> </ul>	
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working with communities to develop programmes and projects with social, cultural, and economic benefits.</li> <li>• Knowledge of a range of community engagement tools.</li> <li>• Third sector experience.</li> <li>• Partnership working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the issues associated with working with committees and volunteers.</li> <li>• Financial and budget monitoring experience.</li> <li>• Fundraising experience.</li> <li>• Experience of organising events.</li> </ul>
<b>Knowledge/Skill/Ability</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both oral and written.</li> <li>• Excellent organisational skills.</li> <li>• Proven ability in using digital technology and social media.</li> <li>• Proven negotiating skills.</li> <li>• Proven ability to work under pressure and meet tight deadlines.</li> <li>• Report writing experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict management.</li> <li>• Flexibility and ability to learn 'on the job'.</li> <li>• Managing a community website.</li> </ul>
<b>Personal Qualities/Attributes</b>	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Capable of working unsupervised.</li> <li>• Professional, polite, confident and friendly.</li> <li>• Ability to manage time effectively, work to deadlines, willingness to work outside normal hours when necessary.</li> <li>• An ability to enthuse, motivate and inspire others.</li> <li>• Contribute to developing a more sustainable community.</li> </ul>	
<b>Other (specify)</b>		<ul style="list-style-type: none"> <li>• Current driving licence.</li> </ul>