

PERSON SPECIFICATION

Skills, Knowledge and Experience

Essential

- A degree in an appropriate discipline.
- Experience of co-ordinating, delivering and organising public-facing events.
- Experience of creating marketing materials, including social media campaigns.
- Experienced in making presentations to groups of different sizes and backgrounds.
- Good interpersonal skills, with an outgoing and confident personality.
- Strong planning and organising skills.
- Able to manage time effectively; work to deadlines, and the ability and willingness to work outside normal hours when necessary.
- Conversant and competent with Microsoft Office.
- Have a full driving licence and use of a reliable vehicle.

Desirable

- A knowledge and understanding of the issues facing disadvantaged communities.
- Project management qualification.
- A knowledge of working in rural communities.
- An ability to enthuse, motivate and inspire others to contribute more effectively to the regeneration of their communities.
- A knowledge of heritage and cultural activity.
- A knowledge and understanding of third sector organisations.