**Development Officer Person Specification**

**Essential**

Experience of:

* the voluntary sector, community development or social enterprises, including working with a voluntary Board or committee
* partnership working and networking
* recruiting and working with and supporting volunteers
* organising and facilitating events and workshops in a community setting
* developing strategic plans in a community setting
* managing budgets
* Ability to travel in the local area
* Excellent communication skills, oral and written
* Ability to plan workload and use initiative
* Ability to engage and work with a wide range of people in a flexible way
* IT Skills, including using Microsoft suite

**Desirable**

**Qualifications and experience**

Experience:

* recruiting and managing staff and/or volunteers
* identifying new funding and income generating opportunities
* monitoring and evaluation
* community engagement and consultation
* developing Community Action Plans or similar

**Knowledge**

* Knowledge and awareness of the community of Burntisland