

## Application Pack Grants & Relationships Officer

### Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Qualification relevant to the Early Years OR significant work experience relevant to the Early Years (5+ years of practice minimum)</li> </ul>	<ul style="list-style-type: none"> <li>Undergraduate degree in a field relevant to early years or equivalent experience</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>Previous track record in work related to the Early Years (statutory or voluntary sector)</li> <li>Understanding of the Scottish early years sector (practice)</li> <li>Excellent organisational skills</li> <li>Some experience in project management</li> <li>Some experience in stakeholder management</li> </ul>	<ul style="list-style-type: none"> <li>Experience in evaluations and outcomes</li> <li>Experience in writing reports</li> <li>Understanding of the Scottish charity sector</li> <li>Experience in research</li> <li>Experience working within academic research environments, especially knowledge exchange</li> <li>Experience in grant-making/foundations</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>Intermediate to advanced digital skills, especially MS Suite (Word, PPT, Excel, etc.) and G-Suite</li> <li>Ability to juggle multiple projects at any one point in time</li> <li>Excellent communication skills</li> <li>Excellent presentation skills to various audiences</li> </ul>	<ul style="list-style-type: none"> <li>Social media skills</li> <li>Writing for the web (e.g., blogs)</li> <li>Knowledge exchange skills</li> </ul>
Person Attributes	<ul style="list-style-type: none"> <li>Passion for Early Years children and improving their lives</li> <li>Self-direction and initiative</li> <li>Personable and open to interacting with people from all walks of life</li> <li>Commitment to the Cattanach values (integrity, love, consideration, hope)</li> <li>Flexibility, performing diverse tasks in any given working day</li> </ul>	<ul style="list-style-type: none"> <li>Keen interest in continuous improvement and training</li> </ul>
Other	<ul style="list-style-type: none"> <li>Disclosure Scotland Check</li> </ul>	<ul style="list-style-type: none"> <li>Valid UK driver's licence</li> </ul>

