

Person Specification

| Source of evidence | | |
|--|--|---------------|
| E = Essential | A = Application Form | |
| D = Desirable | T = Test | I = Interview |
| 1. EXPERIENCE, direct work experience, other relevant experience | | W = 4 |
| E | Considerable experience of grant distribution, environmental conservation or heritage management | AI |
| E | Experience of engaging individuals and community groups in environmental conservation or heritage related activities | AI |
| E | Experience of building relationships with a range of stakeholders | AI |
| D | Experience of delivering publicly-funded programmes or projects. | AI |
| 2. KNOWLEDGE, without which the job cannot be done effectively | | W = 3 |
| E | An understanding and knowledge of current issues and good practice in environmental conservation and enhancement | AI |
| E | An understanding and knowledge of current issues and good practice in heritage | AI |
| D | An understanding of project planning and management | AI |
| D | An understanding of methods for community engagement and increasing access. | A/I |
| 3. SKILLS & ABILITIES, essential/capable of doing, desirable/able to train | | W = 4 |
| E | Excellent team working and communication skills. | A/I |
| E | An organised and methodical approach to work, combining numerical accuracy with good attention to detail. | AI |
| E | An ability to assess grant applications in line with priorities and criteria | AI |
| E | Ability to take the initiative, work under pressure and meet deadlines. | AI |
| E | IT proficiency including word processing and spread sheets. | A |
| D | Ability to work in the public arena and with the press and media | AI |
| 4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given | | W = 3 |
| E | Educated to B Tec level or equivalent | A |
| 5. PERSONALITY, SOCIAL SKILLS, relationships, thinking style, disposition | | W = 4 |
| E | An awareness of internal and external customer care issues; | AI |
| 6. OTHER FACTORS, physical mobility, availability, conditions, etc | | W = 3 |
| E | Able to attend site visits when required | A/I |
| E | Full driving licence | A |