PERSON SPECIFICATION

Development Officer – Community Transition Fund

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|  **Qualifications & Experience** |
| **Essential** | * Experience of administering funding and/or delivering behaviour change projects involving a wide variety of stakeholders
* Experience of working in partnership with the voluntary and community sector
* Experience of monitoring, evaluation and reporting on projects and initiatives
* Experience of developing project resources and support materials
* Experience of working in partnership with or directly with children and young people
* Experience of and understanding of the difficulties inherent in setting up and running a new programme
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| **Knowledge & Skills** |
| **Essential** | * Knowledge of active and sustainable transport

Knowledge of project management processes* Good written communication, online communication and oral presentation skills
* Possess project administration skills
* Possess analytical skills to be able to absorb, summarise and assess information in line with key criteria
* Ability to identify and respond to opportunities to promote CTF impact
* Possess organisational skills sufficient to autonomously manage personal work plan and day to day tasks.
* Development and promotional skills within the field of behaviour change or similar
* Confidence and competence in utilising modern office communications and IT skills in the use of the Microsoft Office Suite
* Possess organisational skills sufficient to autonomously manage personal work plan and day to day tasks.
* Able to work quickly and efficiently to identify and respond to opportunities to build and develop effective working relationships with a wide range of stakeholders
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| **Personal Qualities** |
| **Essential** | * Ability to develop effective working relationships with colleagues and stakeholders at all levels
* Ability to effectively communicate, interact, and work with individuals and groups
* Displays a professional and friendly approach to engaging with stakeholders, running workshops/events and supporting others
* Possess good attention to detail
* Excellent time and diary management and prioritisation skills
* An enthusiastic and effective team member
* Resourceful and able to work independently using initiative
* A commitment to sustainable transport and increasing levels of active travel
* Commitment to the ethos of Paths for All’s work.
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