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 |
| **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 |
| **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. |