PERSON SPECIFICATION

Development Officer – Workplaces Programme

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| **Qualifications & Experience** | |
| **Essential** | * Experience of delivering projects involving a wide variety of stakeholders * Experience of developing project resources and support materials * Experience of working in partnership with or directly with a variety of organisations and associated stakeholders * Experience of monitoring, evaluation and reporting on projects and initiatives * Experience of working without direct supervision and managing own workload * Experience of and understanding of the difficulties inherent in setting up and running a new programme * Experience in active and sustainable transport |
| **Knowledge & Skills** | |
| **Essential** | * Knowledge of active and sustainable transport * Good written communication, online communication and oral presentation skills * Project administration skills * 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 * Able to engage with and enthuse staff within targeted workplaces. * Able to support the development of assessment processes * Able to support Senior Development Officer in undertaking assessments, developing reports and making recommendations * 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 * Ability to undertake this work with creativity and positivity to assist in building and develop the programme |
| **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. |