

## WESTON-SUPER-MARE TOWN COUNCIL

### PERSON SPECIFICATION

**Post Title:** Development Officer

**Hours:** 25 hrs per week

**Grade:** JG 4

It is essential that the post holder has excellent communication, interpersonal and IT skills, together with work related experience of:

- Liaising with stakeholders, both internally and externally
- Working with MS Office, databases and project management software
- Report writing

#### **Skills, Knowledge and Attributes:**

Ability to demonstrate the following is highly desired:

- Excellent written and verbal skills, including attention to detail
- Experience of grant application writing and the grant funding process
- Confidence to work with, colleagues in different departments, elected members, partner organisations, community groups and the general public in a variety of situations, both face to face, email and over the telephone
- Organisational ability to prioritise tasks within competing work demands and meet pressurised deadlines
- Ability to engage with the public and other stakeholders e.g. community engagement initiatives and knowledge exchanges
- Able to work on own initiative as well as effectively operating as part of a team
- Ability to work under pressure and problem solve
- Have a flexible and enthusiastic approach to work and be able to adapt to the changing demands and responsibilities of the post

#### **Educations and Qualifications:**

- GCSE (or equivalent) A - C grade in Maths and English
- NVQ L3 (or equivalent) in a relevant subject
- IT qualification

**Personal Attributes:**

To possess a professional manner, a 'can-do' attitude and willingness to progress in the role

**Other Factors:**

Willingness to work evenings and weekends as and when required

This post requires an Enhanced DBS Check to be completed

**Equal Opportunities:**

Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies.

**Desirable:**

- Experience with community engagement work
- Experience of working with Consultants and Contractors