PERSON SPECIFICATION

Job title: **Volunteer Development Officer**

Directorate: **Countryside Policy and Management**

Requirements & Criteria	**Essential/ Desirable**	**Criteria marked with a star will be assessed from your application form. Please see below for further details**
Knowledge/Experience		
Experience of working with volunteers and/or being a volunteer	E	☆
Experience of working with partners to create shared objectives and programmes of work.	E	☆
Experience of managing budgets and of delivering, reporting and evaluating projects.	D	☆
Professional approach with experience of dealing with the public	E	☆
Experience of best practice in volunteering, including Health and Safety policy, and its practical implementation	D	☆
Education/Qualifications		
Educated to A level or equivalent	E	☆
Skills/Abilities		
IT skills - ability to use standard Microsoft Office applications, preparing standard letters, reports and presentations and create, update and manipulate basic spreadsheets	E	
Organise effectively and prioritise a diverse workload in order to meet competing deadlines.	E	☆
Communicate effectively with a range of audiences both internal and external, dealing with people sensitively and appropriately to their diverse needs	E	☆
Promote equality of opportunity in the field of volunteering	E	
Good interpersonal skills and high standard of personal presentation	E	
Ability to work independently within broad guidelines, seeking advice where appropriate.	E	
Ability to work in a team	E	

Completing your application form – Those criteria marked with a star ☆ above will be assessed from your application form and will determine which candidates are shortlisted for interview. You are advised to ensure that you demonstrate on your application form how you meet each of these criteria, giving details of your qualifications and examples of specific experience.

Date prepared: Jan 2018