

PERSON SPECIFICATION

COMMUNITY & DEVELOPMENT PROJECT OFFICER

 Responsible to: Community & Development Manager

Essential	Desirable
<ul style="list-style-type: none"> At least 2 years' experience in the construction sector 	<ul style="list-style-type: none"> Understanding of the challenges related to rural development
<ul style="list-style-type: none"> Experience in undertaking site visits and monitoring project progress 	<ul style="list-style-type: none"> Working knowledge of the third sector
<ul style="list-style-type: none"> Experience of contract tendering and procurement 	<ul style="list-style-type: none"> Experience in updating CRM systems
<ul style="list-style-type: none"> Ability to engage with multiple stakeholders i.e. communities, clients, contractors, architects, consultants 	<ul style="list-style-type: none"> Experience of working with community groups
<ul style="list-style-type: none"> Ability to assess and prioritise workloads effectively to meet deadlines 	
<ul style="list-style-type: none"> Good interpersonal skills with sound verbal and written communication skills 	

<ul style="list-style-type: none">• Understanding of planning process, building standards and regulations	
<ul style="list-style-type: none">• CDM, H&S Awareness	
<ul style="list-style-type: none">• Experience of budget control and monitoring	
<ul style="list-style-type: none">• Project management experience	
<ul style="list-style-type: none">• Current driving licence and access to a car	