

Person Specification

Post of: Shropshire Way Project Officer

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment -

S - Scenario I - Interview P - Portfolio T - Test D - Documents

Qualifications	How Assessed - D I
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Desirable:

Degree or equivalent in community development or access/environment management related subjects.

Work Experience and Vocational Training	How Assessed - I T
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Essential:

Experience of working in partnership with other organisations, land managers and local communities to develop and deliver programmes.

Experience of supervising contractors and volunteers.

Desirable:

Significant experience in Rights of Way work or related access work.

Training in project management.

Track record of securing and administering external grant aid.

Experience of managing budgets.

Other relevant experience and/or interests	How Assessed - I
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Essential:

Experience of delivering interpretation through a variety of media.

Understanding and working knowledge of marketing strategies.

Experience of delivering promotional and preparing publicity material.

Desirable:

Knowledge of external funding streams that may assist with the delivery of the project.

Working knowledge of community participation techniques.

Specialist Knowledge

How Assessed - I

Essential:

Mapping and walking experience.

Understanding of the needs and motivation of volunteers.

IT skills, in particular the use of word processing and spreadsheets.

Health and Safety requirements for volunteers, field workers and contractors in the countryside.

Desirable:

Knowledge of databases, web development and GIS.

Specialist knowledge in the following area(s):

- Providing access to the countryside
- Community development
- Leading volunteers groups
- Access to the countryside
- Marketing

Job related personal skills

How Assessed - I

Essential:

High level of motivation, positive problem-solving approach and focus on outputs and quality.

Excellent organisational skills and ability to plan and prioritise.

Ability to work accurately with maps.

An ability to communicate well with landholders, farmers and volunteers.

Ability to articulate and communicate issues both orally and in writing.

An ability to plan and arrange their own work after direction by senior officers.

Essential:

Ability to work in isolated locations and difficult terrain as necessary.

Ability to travel around the County. Alternative arrangements will be discussed with disabled candidates.