



Person Specification – CAfS Development Officer January 2010

	<i>Essential</i>	<i>Desirable</i>
Knowledge/Skills:	<p>Clear understanding of sustainable development and energy efficiency.</p> <p>Ability to project manage.</p> <p>Understanding of funding processes and grant regimes.</p> <p>Sound organisational, planning, coordination and networking skills.</p> <p>Good communication and audience presentation skills.</p> <p>Financial management.</p> <p>All round proficient computer skills.</p>	<p>Ability to bring specialist expertise or interest in. energy efficiency, building design, renewable energy, community energy projects</p> <p>Understanding of motivations and attitudes towards climate change.</p> <p>Database management</p>
Experience:	<p>Successful project development and management.</p> <p>Successful fundraising.</p> <p>Successful marketing and promotion.</p> <p>Building effective networks and partnerships across the public, private and community sector.</p> <p>Experience of managing budgets.</p>	<p>Managing an office</p> <p>Attracting sponsorship</p> <p>Working with the construction industry</p> <p>Community Development</p>
Qualifications:	<p>No specific qualifications are essential but a good level of educational attainment is required.</p>	<p>Educated to degree level.</p> <p>Professional development relevant to the post.</p>
Personal Qualities:	<p>Commitment to the principles of sustainable development. Dynamic & highly motivated.</p> <p>Confident and self reliant, equally happy working on own as with colleagues.</p> <p>Ability to prioritise work schedules, balance conflicting demands and work to deadlines.</p> <p>Skilled at working with a wide range of individuals, organisations, partners and businesses.</p> <p>Passion for engaging and enthusing partners and stakeholders.</p> <p>Confident in a public role and in presentation.</p>	<p>Established network of local contacts in Cumbria.</p>
Other:	<p>Willingness to work flexibly – e.g. some attendance at evening events will be necessary, with time off in lieu.</p> <p>Driving Licence</p> <p>Ability to travel to locations not always easily accessible by public transport</p>	<p>Access to own car</p>