



Island of Hoy Development Trust

Revenge, Naval Hall, Longhope, Orkney, KW16 3PG

Telephone 01856 701356

Person Specification Project Development Officer

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Project management qualification or equivalent demonstrable knowledge/experience 	<ul style="list-style-type: none"> Project Management training
Knowledge/experience	<ul style="list-style-type: none"> Previous experience of project management Previous experience working with a group of stakeholders Providing written reports 	<ul style="list-style-type: none"> Previous experience of working in the 3rd sector Knowledge of relevant legislation for the operation of community facilities
Skills	<ul style="list-style-type: none"> Ability to work autonomously Standard IT skills Ability to research information required for project completion Ability to positively handle challenging communication (staff, other agencies, general public) 	
Personal attributes	<ul style="list-style-type: none"> Highly organised and logical thinker Ability to work to deadlines and under pressure Maintaining confidentiality Trustworthy and honest Willingness to learn and support colleagues Good team player 	

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