



## Island of Hoy Development Trust

Revenge, Naval Hall, Longhope, Orkney, KW16 3PG  
Telephone 01856 701356

### Person Specification Project Development Officer

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