



Island of Hoy Development Trust

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

Person Specification Community 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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