



Island of Hoy Development Trust

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

Person Specification Carbon Neutral Islands 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 Knowledge or interest in the renewable energy sector, decarbonisation, climate accounting and Net Zero
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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Company Limited by guarantee (SC306586)
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