

**Chase and Kings Forest Community Project
Infrastructure Support Officer
Person Specification**

| | | Essential | Desirable |
|----|---|-----------|-----------|
| | Skills and Experience | | |
| 1 | Experience of managing organisations at a managerial level or of providing consultancy advice on the governance and operation of organisations in the community voluntary sector. | √ | |
| 2 | Experience of identifying and developing sustainable income streams. | √ | |
| 3 | Experience of initiating new projects in the community voluntary sector. | √ | |
| 4 | Evidence of successful strategic planning to maximise impact, produce and work to delivery plans. | √ | |
| 5 | Experience of writing successful business development plans. | √ | |
| 6 | Significant experience of working in the community voluntary sector. | √ | |
| 7 | Experience of working in or with the public or private sector. | √ | |
| 8 | Demonstration of entrepreneurship, preferably in an organisational context. | √ | |
| 9 | A track record of writing successful fundraising bids from a variety of sources. | √ | |
| 10 | Organised and able to manage multiple appointments and work streams | √ | |
| 11 | Ability to prioritise your workload and manage your time effectively. | √ | |
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| | Knowledge and Qualifications | | |
| 12 | Current and broad ranging knowledge of issues that affect third sector organisations including policy and legislation. | √ | |
| 13 | Knowledge of a range of successful organisations and good practice in the community voluntary sector. | √ | |
| 14 | A good working knowledge of the principles and practices of project management. | | √ |
| 15 | An excellent knowledge of different types of fundraising methods and the requirements of funders. | √ | |
| 16 | Experience of business coaching and of mentoring. | | √ |
| 17 | The ability to write publicity material in an engaging and professional style and to write reports to a high standard of English and grammar. | √ | |
| 18 | A good working knowledge of Microsoft IT packages and the internet to an intermediate level. | √ | |
| 19 | Educated to a minimum of an O Level/ GCSE in English and Maths and at least two A levels or NVQ3 equivalents. | √ | |
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| | Personal Qualities | | |
| 20 | Proven excellent communication, networking and interpersonal skills with a wide range of audiences. | √ | |
| 21 | Perceptive and an analytical thinker resulting in the identification of key factors which will lead to the progression of the organisation being supported. | √ | |
| 22 | Entrepreneurial and able to find creative solutions to barriers or issues. | √ | |
| 23 | Flexible with a can-do attitude to work. | √ | |
| 24 | Self motivated and able to work unsupervised alone or in a team. | √ | |
| 25 | A willingness to learn, train and find new approaches. | √ | |
| 26 | Ability to act within the spirit and requirements of the policies of the Chase and Kings Forest Community Project. | √ | |
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| | Other | | |
| 27 | You will require your own transport and full current driving licence to travel to meetings around South Gloucestershire. | √ | |
| 28 | Able to work some evenings and weekends as required. | √ | |
| 29 | Willingness to undertake a Criminal Records Bureau enhanced level disclosure check. | √ | |

