

Person Specification

Post: ETSP Bid Writer and Project Officer

	Essential	Desirable	Source AF - Application Form I - Interview
Experience			
Experience of successful tenders and bid writing		✓	AF/I
Experience of successfully researching and sourcing funding opportunities	✓		AF/I
Experience of managing projects/events and ensuring quality provision		✓	AF/I
Experience and understanding of effective partnership working with other services and agencies		✓	AF/I
Previous experience of working within the voluntary sector		✓	AF/I
Experience of working in an environment supporting children, young people and families		✓	AF
Experience of delivering presentations and acting as a representative for organisations at both internal and external forums		✓	AF
Data collection and management		✓	AF
Experience of monitoring and evaluating projects to demonstrate impact		✓	AF
Professional Skills and Abilities			
Knowledge and understanding of an outcomes based approach to measuring performance	✓		AF/I
Knowledge of external funding opportunities available to support the delivery of enrichment activities including an understanding of the different types of funding providers	✓		AF/I
Knowledge of the UK voluntary sector, preferably education based charities or those supporting vulnerable families		✓	AF/I
Ability to broker effective and sustainable partnerships with other agencies and key stakeholders	✓		AF/I
Ability to communicate complex issues clearly and effectively, orally and in writing, to a wide range of audiences	✓		AF/I
Ability to develop creative and innovative solutions to identified problems	✓		AF/I
Strong self-management and organisational skills, including ability to work under pressure and meet deadlines in an organised manner	✓		AF/I
Strong analytical skills and ability to interpret data	✓		AF/I
Ability to write persuasively and present project plans and evaluation reports	✓		AF/I
Ability to prioritise workload	✓		I
Good interpersonal skills	✓		I

Personal Attributes	Essential	Desirable	Source
Must have strong ICT skills	✓		AF/I
Must respect and value the different experiences, ideas and backgrounds others can bring to work and to teams	✓		I
Must be flexible and approachable yet resilient under pressure	✓		I
Must prioritise, plan and organise themselves	✓		AF/I
Must think creatively to anticipate and solve problems and address needs of the schools	✓		AF/I
Must be able to see the big picture and have an eye for detail	✓		I