



Person Specification – Sector Development Officer – Funding & Training

Requirement	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> • Excellent administrative skills. • Proven high level organisational skills with the ability to plan ahead and coordinate a number of demands. • Capable of prioritising and planning their own workload to meet deadlines. • IT literate and numerate with excellent data entry. • Excellent interpersonal skills and the ability to engage with people from a wide range of backgrounds. • Ability to work on tasks independently, as well as part of a team. • Positive approach with a focus on delivering excellent customer service. • Be flexible and adaptive to the demands of the role. • Strong eye for detail. 	<ul style="list-style-type: none"> • Ability to write reports. • Ability to assess basic data.
Experience	<ul style="list-style-type: none"> • Experience of delivering administrative services. • 	<ul style="list-style-type: none"> • Experience in delivering training. • Experience of using Eventbrite and/or using CMS websites. • Experience managing volunteers.
Knowledge	<ul style="list-style-type: none"> • Knowledge of MS Office Packages including Excel. 	<ul style="list-style-type: none"> • Understanding of the challenges faced by the wider health and social care system. • Understanding of health inequalities.
Qualifications	<ul style="list-style-type: none"> • GCSE A-C in English and Maths (or equivalent). 	<ul style="list-style-type: none"> •
Personal Qualities	<ul style="list-style-type: none"> • A motivator, with passion and energy. 	

	<ul style="list-style-type: none">• Willingness to undertake training and proactively seek to increase self-knowledge to fulfil the role.• Commitment to team working. Commitment to continuous personal development.	
Other	<ul style="list-style-type: none">• Willingness and ability to travel around the city and surrounding area.• Flexibility to work outside normal hours occasionally and to work at other sites.• Understanding of need to maintain confidentiality.• Commitment to equality and diversity and promoting inclusion.	