

Recruitment person specification

Post being recruited for: Wider Achievement and Lifelong Learning Development Officer (Grade 7) – Maximising residential attendance (1 post)

The selection process will enable applicants to demonstrate the following:

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

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Person specification

Category	Essential	Desirable
Experience	An interest in Outdoor Learning residential visits, and the benefits they bring. Investigating general and specific fundraising landscapes. A proven track record in fundraising and supporting others to access available resources. Creating and delivering demanding projects on time and achieving desired results. Identifying, assessing and mitigating potential project risks. Liaising effectively with colleagues and a range of stakeholders. Applying an organisation's policy and processes.	Providing advice and support with securing funding solution for ongoing posts. Revenue and capital funding solutions. Bringing different stakeholders together for a common cause.
Knowledge, skills and understanding	Knowledge of the general fundraising landscape. Effectual project management. Effective problem-solving, influencing and negotiating skills. Able to listen to and assess any input from others; using this to improve outcomes. Digitally literate. Strong verbal, written and presentation skills. Work independently and show significant initiative.	Creating toolkits to support others in accessing available resources.
Qualifications and training	Project management training, put into practice. Degree or an equivalent discipline.	Project management qualification, put into practice.
Job specific requirements	Resilient. Create and maintain a plan that sets out project scope, aims, actions, outputs and desired outcomes. Provide regular and succinct updates to the OL&AE Manager, Benmore and Lagganlia Operations Manager, and Sales and Operations Officer.	-