



## PERSON SPECIFICATION

**Job Title:** Programmes Officer

**Responsible to:** The Town Clerk

**Contracted Hours:** 23 hours per week

### Job Purpose

To be responsible for planning and implementing Town Council projects and also working in partnership with other groups in the town supporting them in the delivery of their projects where Town Council is a partner.

<b>1. Skills</b>	<b>Essential</b>	<b>Desirable</b>
1.1 Excellent organisational skills	✓	
1.2 Ability to work autonomously and as part of a team	✓	
1.3 Ability to build good relationships with the wider community, councillors and staff	✓	
1.4 Ability to work to deadlines and within restricted timescales	✓	
1.5 Ability to plan, prioritise and deliver work tasks efficiently	✓	
1.6 Ability to deal with sensitive situations and demonstrate empathy	✓	
<b>2. Qualifications and training</b>		
2.1 9 to 4 in English and Maths at GCSE level or equivalent	✓	
2.2 Relevant IOSH qualification		✓
2.3 Relevant SixSigma greenbelt qualification		✓
<b>3. Experience and knowledge</b>		
3.1 Experience of working in a business or professional setting	✓	
3.2 Experience of using manual/computerised systems, including all Microsoft Office applications to a high standard	✓	
3.3 Previous local government experience		✓
3.4 Prior experience of events organisation		✓
3.5 Experience of fund raising and completing grant fund applications	✓	
3.6 Experience of Project delivery	✓	

<b>4. Qualities</b>	<b>Essential</b>	<b>Desirable</b>
4.1 High level of literacy	✓	
4.2 Excellent communication skills – verbal and written	✓	
4.3 Flexible and adaptable	✓	
4.4 Eye for detail	✓	
4.5 Good interpersonal skills	✓	
4.6 Show initiative	✓	
4.7 Ability to deal with people at all levels	✓	
4.8 Friendly and professional appearance and confident manner	✓	
4.9 Organised, conscientious, energy, drive, confident and assertive	✓	
4.10 Good sense of humour	✓	
4.11 Creative	✓	
4.12 Resilient	✓	