

AXE WETLANDS PROJECT DEVELOPMENT CO-ORDINATOR PERSON SPECIFICATION

Job title and post number: Part time Axe Wetlands Project Development Co-ordinator

Grade: SCP 29
£23,175

Service: Countryside Service in the Environment Directorate

Team: Countryside

Category	Requirements	Essential (E)/ Desirable (D)	Method of Assessment
Education/Training	1. A relevant professional or post graduate qualification in an environmental discipline	D	
	2. Numerate, with experience of project planning and budget planning within multi-agency projects	E	
Experience	3. Experience of project management in the countryside/environment sector	E	
	4. Experience of delivery of externally funded projects and meeting targets/outputs within agreed timeframes	E	
	5. Experience of putting together successful applications for external funds	E	
	6. Experience of negotiation and influencing individuals and groups	E	
	7. Experience of preparing briefs and procuring external contracts	E	
Knowledge	8. Knowledge of partnership working particularly with Government Agencies and local community groups	E	
	9. Knowledge of role and	D	

East Devon District Council Staff Person Specification

Category	Requirements	Essential (E)/ Desirable (D)	Method of Assessment
	<p>function of local authorities</p> <p>10. Knowledge of procurement procedures</p> <p>11. Knowledge of capital project developments</p> <p>12. Knowledge of environmental interpretation</p> <p>13. Knowledge of providing access for all</p>		
Skills/Abilities	<p>14. Accuracy and attention to detail, particularly when working to tight deadlines.</p> <p>15. Ability to work on own initiative as well as part of a team.</p> <p>16. Capacity for innovation.</p> <p>17. Ability to manage contracts with consultants and contractors</p> <p>18. Strong verbal and written communication skills including report writing and making presentations to public meetings and funding bodies</p> <p>19. Well organised and capability to manage varied workload in a constantly changing work environment</p> <p>20. Competence in IT including basic computer literacy and use of word processing, spreadsheets and project management software</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
Personal qualities and attributes	<p>21. An understanding of community development and capacity building</p> <p>22. Motivated with the ability to listen to, work well with, and be respectful to others and committed to</p>	<p>E</p> <p>E</p>	

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	<p>being a team player.</p> <p>23. Flexible and adaptable, with the ability to work within team situations and individually</p> <p>24. Awareness of health and safety responsibilities</p> <p>25. Ability to work to strict timelines and prioritise workload accordingly</p>	<p>D</p> <p>D</p> <p>E</p>	
Other relevant factors	<p>26. Willingness to work non-standard hours on occasions.</p> <p>27. Commitment to equal opportunities.</p> <p>28. Ability to work in a non-smoking environment.</p>	<p>E</p> <p>E</p> <p>E</p>	

All the Council's staff have the activities highlighted in bold included in their person specification.

The Countryside Manager, Planning & Countryside Services reviewed this person specification in April 2007.