

Person Specification



Job title:	New Roots Programme Co-ordinator	Vacant from:	December 2021
-------------------	----------------------------------	---------------------	---------------

Essential	Desirable	*Assessed via:		
		App	Int	Obs
Skills required – what does the jobholder need to be able to do?				
Excellent communication and confident presentation skills.		X		X
Flexible approach to engaging new audiences.		X		
Excellent organisational and time management skills and the ability to meet tight deadlines		X	X	
Strong IT skills, including MS Office applications, social media platforms and data management software		X		X
Knowledge base – what does the jobholder need to know?				
Understanding of the challenges and opportunities for green space providers in post pandemic environment		X	X	
Diversity, engagement and inclusive participation techniques		X	X	
Qualifications / vocational training - required to do the job				
	Environmental / conservation qualification, or extensive experience.	X		
Experience – what level of previous experience is required by the jobholder?				
Experience working with communities in an open space environment		X	X	
Ability to contribute to the successful delivery of key strategic objectives	Experience of managing a team (staff, volunteers)	X	X	
Proven ability to develop and maintain effective stakeholder relationships and drive resourceful collaboration	Experience of project management, budgets and fund-raising	X	X	

Personal attributes – what special qualities are required by the jobholder?

(Consider carefully what is actually necessary for the job role – qualities must be justifiable & not discriminatory)

Pioneering, with a curiosity for doing things differently and which can inspire others to learn and follow your lead		X	X	X
A passion for green space, conservation, and community well-being		X	X	X
Ambitious, driven to meet goals and committed to our organisational culture and values		X	X	
A proactive attitude and willingness to work effectively as part of a close-knit team		X	X	
Reliable, with a consistent approach to project delivery and a solution focussed mind set		X	X	

*Key:

App = Application Form

Int = Interview

Obs = Observation

Prepared by

Nicola Hinton

Date

12 October 2021