



# Basildon, Billericay & Wickford | CVS

## PERSON SPECIFICATION Funding and Development Services Officer

Knowledge	D/E	How Assessed
<ul style="list-style-type: none"> <li>Demonstrable knowledge of and experience with the voluntary, community and or social enterprise sector.</li> </ul>	(E)	Application/Interview
<ul style="list-style-type: none"> <li>Knowledge of funding sources and experience of preparing funding applications.</li> </ul>	(E)	Application/Interview
<ul style="list-style-type: none"> <li>Knowledge of relevant quality awards for the voluntary, community and social enterprise sector.</li> </ul>	(E)	Application/Interview
<ul style="list-style-type: none"> <li>Knowledge of key decision making structures and partnership bodies in Basildon and Essex.</li> </ul>	(D)	Application
<ul style="list-style-type: none"> <li>Knowledge and understanding of the role the sector plays in relation to health and well-being provision both locally, regionally and nationally</li> </ul>	(D)	Application
Experience		
<ul style="list-style-type: none"> <li>A minimum of 3 years experience of working in or with the voluntary, community and social enterprise sector, whether in a paid or voluntary capacity.</li> </ul>	(E)	Application/Interview/ Reference
<ul style="list-style-type: none"> <li>A minimum of 2 years experience of providing advice and information services to the voluntary, community and social enterprise sector.</li> </ul>	(E)	Application/Interview/ Reference
<ul style="list-style-type: none"> <li>Experience of multi agency/partnership working.</li> </ul>	(E)	Application/Interview
<ul style="list-style-type: none"> <li>Experience of representation in strategic decision making structures.</li> </ul>	(D)	Application/Interview
<ul style="list-style-type: none"> <li>Experience of the implementation of quality standards frameworks.</li> </ul>	(D)	Application/Interview
<ul style="list-style-type: none"> <li>Experience in the planning and delivery of training activities.</li> </ul>	(E)	Application/Interview

• Experience and ability to plan and manage events and conferences.	(E)	Application/Interview
• Experience of producing material for newsletters and bulletins in electronic and printed form.	(D)	Application/Interview
<b>Skills and Abilities</b>		
• Excellent standards of written English and numeracy.	(E)	Application.
• Effective team working skills.	(E)	Application/Interview
• Good administrative skills.	(E)	Application/Interview
• Developed communication skills both in writing and in person.	(E)	Application/Interview
• Sound IT skills including a working knowledge of social media.	(E)	Application/Interview
• Problem solving skills.	(E)	Application/Interview
• Experience of meeting deadlines.	(E)	Application/Interview
<b>Personal Attributes</b>		
• Happy to work in a small organisation and to undertake shared tasks as required.	(E)	Application/Interview
• A strong social motivation and commitment to the aims and ethos of BBWCVS.	(E)	Application/Interview
• Willingness to travel within Essex and surrounding area as appropriate.	(E)	Application/Interview
• Ability to work outside of usual office hours on occasion.	(E)	Application/Interview
• Understanding of equal opportunities, diversity and anti-discriminatory practice	(E)	Application/Interview

**(D) = Desirable criteria.**

**(E) = Essential criteria.**

Reviewed: 3 January 2019

