

## PERSON SPECIFICATION

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### Skills, Knowledge and Experience

#### Essential

##### **Experience:**

- Able to demonstrate experience of successfully strengthening social enterprises and voluntary/community groups.
- A proven track record of partnership working to achieve community regeneration objectives.
- Proven experience in project/programme management, including budgets and output/outcome monitoring.
- Proven ability to support and assist groups in accessing funding or investment and an understanding of eligibility and quality assurance associated with accessing investment.

##### **Knowledge:**

- Detailed knowledge of the regeneration issues facing coalfields communities. You should be fully aware of current regeneration policy and funding regimes and how these are delivered at regional and local levels in Welsh coalfield areas.

##### **Skills & Competencies:**

- A detailed understanding of project design and costing, including projected costs, outputs and milestones, with the ability to work alongside applicants to refine plans, strengthen delivery capacity and identify practical solutions to support successful implementation.
- Ability to collect, analyse and manipulate data accurately.
- Excellent written and verbal communication skills as well as experience in making presentations to groups of different sizes and backgrounds, using a variety of methods (including online).
- Confident and competent in producing reports.
- Competent in Microsoft Office and Microsoft Teams/Zoom.
- Ability to work effectively on your own, maintaining a high level of commitment through self-motivation and organising time systematically and efficiently.

##### **Travel:**

- A full driving licence and access to a reliable vehicle or be able to efficiently travel for the course of your duties, across the UK.
- Occasional travel outside Wales may be required.

#### Desirable

##### **Experience:**

- Experience of supporting a community organisation with a Community Asset Transfer.
- Experience of delivering training/workshops either in person, or online.
- Experience of managing digital communication channels including Facebook, Twitter, LinkedIn and YouTube.

##### **Skills & Competencies:**

- Ability to communicate through the medium of Welsh.

- Ability to give due consideration to accessible and inclusive public-facing materials, workshops and engagement activities, including Welsh language requirements.

### **Personal Attributes**

- Highly organised.
- Conscientious with a positive attitude.
- Comfortable working independently and within a team.
- Willingness to work flexibly as a part of a highly professional team in order to meet workload demands, including occasionally working outside of normal working hours.
- Values-driven and aligned with CRT's mission.

### **Positioning Within CRT's Structure**

The Development Officer sits within the Wales Development Team and contributes directly to the delivery of the CRT Support programme.

The role ensures:

- Beneficiaries have seamless access to high-quality, specialist advice and support on community ownership and community asset transfer.
- Community assets and services within former coalfield communities are protected and safeguarded.
- A recognised centre of excellence for community ownership is established and maintained.
- A lasting legacy of resources remains available to communities beyond the lifetime of the project.
- Best practice around community ownership and community asset transfer is elevated and actively shared across Wales.

It enables the Senior Leadership Team to ensure that CRT Support is delivered to a high standard and that community assets are robustly safeguarded.

