

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Low Carbon Officer

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)					Certificate
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	
Education & Qualifications	1	Qualifications in environment and/or sustainability fields.	E	*					*
Experience	1	Developing and delivering environmental/sustainability projects which engage and empower the community.	E	*	*				
	2	Co-designing and facilitating project activities	E	*	*				
	3	Partnership working in a multi stakeholder environment preferably involving local authorities.	E	*	*				
	4	Completing monitoring and reporting activities for both internal and external audiences;	E	*	*				
	5	Building and maintaining networks and partnerships, engaging with new and existing partners.	E	*	*				
	7	Experience of or demonstrable ability to develop on-line resources;	D	*	*				
	8	Experience or demonstrable ability of recruiting and managing volunteers and placements	D	*	*				

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Knowledge / Personal Skills / Attributes	1	Good knowledge of current environmental and sustainability issues and of global, national and local structures and sources of information	E	*	*				
	2	Excellent project development, delivery and management skills	E						
	3	Mentoring and motivational skills	E	*	*				
	4	Exceptional driven with ability to motivate self and others and foster good working relationships both internally and externally	E	*	*				
	5	Excellent communication skills, including writing and presenting succinct summaries of complex data and information for diverse audiences	E	*	*				
	6	An enthusiasm and commitment to further develop and share knowledge in the low carbon field	E	*	*				
Values & Ethos	1	A genuine passion for Groundwork's mission and values and local structures and sources of information	E	*	*				
	2	A commitment to low carbon working and living	E	*	*				
	3	A commitment to the delivery of high quality services.	E	*	*				
Additional Requirements	1	Prepared to undertake occasional work out of hours	E	*	*				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				

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	3	Hold a full driving license and have access to a vehicle	E	*					*
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				
	5	This role is subject to an Enhanced Disclosure endorsed by the Disclose and Barring Service	E						*