GROUNDWORK CHANGING PLACES CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Visitor and Education Centre Coordinator

			Ranking	Criteri	a to be	tested	by(tic	k as appro
Factor	Criteria No	Criteria	(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test
Education &								
Qualifications	1	Educated to A level or NVQ level 3 or equivalent.	D	*	*			
		Good standard of education to GCSE equivalent, particularly in english and mathematics	E	*	*			

1	Experience of delivering a variety of presentations and educational sessions within community and educational settings	E	*	*	*	
2	Experience of successful project development and delivery	E	*	*	*	
3	Experience of successful project management	D	*	*	*	
4	Experience of drafting promotional material such as newsletters and event flyers	D	*	*	*	
5	Experience of preparing and delivering written and verbal reports	E	*	*	*	

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Experience	6 Experience of budget control and monitoring	D	*	*		
	Experience of external liaison and developing effective 7 relationships with communities, public and private sectors.	E	*	*		
	8 Experience of a range of teaching and learning environments.	D	*	*		
	Experience of community engagement, learning and awareness 9 raising in communities	Е	*	*		
	Experience of using the internet and social media to build the profile of the centre and to engender learning and awareness 10 raising opportunities	D	*	*		
	Experience of preparation of funding applications and dealing with 11 funders.	D	*	*		
						1
	1 A strong knowledge of waste and recycling theory and issues.	Е	*	*	*	
	2 Knowledge of community regeneration issues	D	*	*		
	3 A strong knowledge of partnership working	Е	*	*		
Knowledge	A knowledge of funding opportunities appropriate to the subject 4 matter	D	*	*		
	Good IT skills including using software packages in particular Microsoft Word, Excel, PowerPoint and allowing the use of Social 5 Media and remote engagement,	E	*	*		
Γ	An understanding of health and safety and its application in work 6 practices.	Е	*	*		

	Good organisational skills to enable the effective project					
1	management.	E	*	*	*	

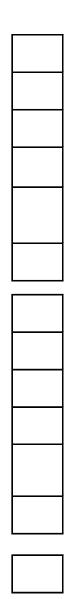
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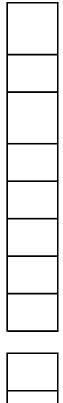
	2	Good communication skills (both written and verbal) to support the achievement of the project's objectives and to deal with people at all levels	E	*	*	*	
	3	Ability to maintain confidentiality as required.	E	*	*		
		Ability to work on own initiative, taking responsibility for task delivery to time and within budget, only referring matters upwards	E	*			
Personal Skills		as necessary. Ability to analyse challenging problems and recommend practical solutions	E	*			
		Ability to lead and innovate both within Groundwork and externally with partners	_	*			
	7	Ability to lead and work as part of a team	E	*			
	8	Confident and persuassive with an ability to encourage behaviour change.	E	*			
	9	Ability to achieve targets and deadlines whilst still maintaining quality	D	*			

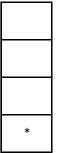
	Prepared to undertake regular work out of hours to staff the centre 1 and meet the demands of the service	E	*	*		
Additional	Prepared to deliver outreach work and engagament across the 2 SouthTyne and Wear area.	E	*	*		
Requirements	A commitment to Equal Opportunities and Diversity in all work 3 practices	E	*			
	4 A full Driving Licence and access to a vehicle for work purposes	E	*			

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	Certificate
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Visitor & Education Centre Coord - Person Specification





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