

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Visitor and Education Centre Coordinator

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appro				
			(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	*	*			
	2	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	*	*			
	7	Experience of external liaison and developing effective relationships with communities, public and private sectors.	E	*	*			
	8	Experience of a range of teaching and learning environments.	D	*	*			
	9	Experience of community engagement, learning and awareness raising in communities	E	*	*			
	10	Experience of using the internet and social media to build the profile of the centre and to engender learning and awareness raising opportunities	D	*	*			
	11	Experience of preparation of funding applications and dealing with funders.	D	*	*			
Knowledge	1	A strong knowledge of waste and recycling theory and issues.	E	*	*	*		
	2	Knowledge of community regeneration issues	D	*	*			
	3	A strong knowledge of partnership working	E	*	*			
	4	A knowledge of funding opportunities appropriate to the subject matter	D	*	*			
	5	Good IT skills including using software packages in particular Microsoft Word, Excel, PowerPoint and allowing the use of Social Media and remote engagement,	E	*	*			
	6	An understanding of health and safety and its application in work practices.	E	*	*			
	1	Good organisational skills to enable the effective project management.	E	*	*	*		

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Personal Skills	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	*	*			
	4	Ability to work on own initiative, taking responsibility for task delivery to time and within budget, only referring matters upwards as necessary.	E	*				
	5	Ability to analyse challenging problems and recommend practical solutions	E	*				
	6	Ability to lead and innovate both within Groundwork and externally with partners	E	*				
	7	Ability to lead and work as part of a team	E	*				
	8	Confident and persuasive with an ability to encourage behaviour change.	E	*				
	9	Ability to achieve targets and deadlines whilst still maintaining quality	D	*				
Additional Requirements	1	Prepared to undertake regular work out of hours to staff the centre and meet the demands of the service	E	*	*			
	2	Prepared to deliver outreach work and engagement across the SouthTyne and Wear area.	E	*	*			
	3	A commitment to Equal Opportunities and Diversity in all work practices	E	*				
	4	A full Driving Licence and access to a vehicle for work purposes	E	*				



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