



Elevate Project Officer

Personnel Specification

Title: Elevate Project Officer x 3 posts
 Hours: 2 x 35 hours and 1 x 20 hours
 Location: To be negotiated

	Criteria	Essential Criteria	Desirable Criteria
Qualifications	<p>Minimum of five years' training experience within the last five years.</p> <p style="text-align: center;">Or</p> <p>A higher-level qualification relevant to the post (for example social policy) and at least two years' experience within the last five years.</p> <p>Teaching/ training qualification.</p>	<p>X</p> <p>OR</p> <p>X</p>	<p>X</p>
Experience	<p>Demonstrated experience of...</p> <ol style="list-style-type: none"> 1. Delivering training programmes in a variety of formats. 2. Developing training materials for delivery in a community setting. 3. Experience of supporting local communities to address health and social issues. 4. Organising and facilitating conferences, networking events, seminars and focus groups. 5. Delivering and assessing accredited qualifications. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
Knowledge and abilities	<ol style="list-style-type: none"> 1. Excellent verbal and written communication skills including the ability to adapt to different audiences, channels and purposes. 2. Ability to work within a small team. 3. Understanding of the community and voluntary sector. 4. Understanding of community development theory, principles, values and practice. 5. Understanding of social determinants of health and tackling health inequalities theory and their practical application in a community environment. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

	6. Excellent organisational skills, working under pressure and to deadlines.	X	
Technical Skills	Microsoft office suite including Word, Excel, Access and PowerPoint.	X	
Other	Access to a form of transport that will allow the post holder to fulfil the travel requirements of the job.	X	

Please note: Shortlisting Criteria

Shortlisting will be carried out on the basis of the essential criteria set out above, using the information given on the application form. Desirable criteria may also be applied, depending on the volume of applications received. You should therefore address these requirements when completing the application form, as failure to do so may result in you not being short-listed.