

PERSON SPECIFICATION

Job Title: Environment, Renewables and Sustainable Transport Officer North Yell Development Council (NYDC) Date Prepared: February 2024		
Key Criteria	Essential	Desirable
Qualifications and Training	A good formal education to Higher or A- Level Standard	A degree in a relevant subject
Work Experience	Experience of work in a relevant sphere. e.g. environment/renewables/ transport/community engagement/ community development	Experience of data collection, analysis and presentation Experience of report writing Experience of participating in, organising and/or co-ordinating events Experience of working with funding bodies
Skills and Abilities	Keen interest in environmental, renewables or transport issues Ability to communicate, disseminate and present information clearly Time Management Strong self discipline to work effectively and remotely, in the absence of close supervision Ability and desire to work within a small and strong community Ability and willingness to undertake training in unfamiliar aspects of the job	Ability to manage new and existing partnerships, network and establish useful contacts Event management Presentation skills Report writing
Technical Skills	General administrative skills including minute taking Computer literacy including Word, Excel and PowerPoint.	More advanced IT skills (e.g. Website Development, telephone and video conferencing).
Job Circumstances	Duties will substantially be on Yell. The post holder will, however, be required to travel off island when necessary. Car driver/owner	Ability to work flexibly including home based, weekends/evenings where necessary.