

COMMuniTY CHESTERFIELD Development Worker

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | Essential | Essential | Desirable | Evidence |
| Education and Qualifications | * Educated to Level 3 or above or equivalent experience working at a similar level * IT literate, with good working knowledge of Microsoft Office suite | X | X | AF/C  AF |
| Experience | * Previous sales experience * Experience of building strong relationships * Previous experience in a role which involved engagement with different organisations using a variety of methods | X  X  X |  | AF/I |
| Skills and Abilities | * Team working skills * Excellent communication skills. Ability to convey and receive information effectively with a wide range of audiences, in verbal and written formats * Strong Interpersonal skills – ability to build strong working relationships and networks * Ability to influence, motivate and persuade others * Ability to work independently to a high standard, and manage workload effectively * Take a flexible approach to work, adapting to changing circumstances as required * Ability to demonstrate continuous improvement and self-development | X  X  X  X  X | X  X | AF/I  AF/I  I  I  I  AF/I  AF/I  I |
| Disposition | * Highly motivated with a desire to succeed * Commitment to equality, diversity, and inclusivity * Creative and innovative thinker * “Can do” attitude and enthusiastic approach * Commitment to work in accordance with Derbyshire Voluntary Action’s policies and procedures * Commitment to integrate the role and the project into Derbyshire Voluntary Action’s wider activities where appropriate, working cooperatively with staff, partners, and members * Willingness to travel across Derbyshire, as required * Willingness to work flexible hours to meet work demands (including at evenings/weekends on an occasional basis) | X  X  X  X  X  X  X  X | X | AF/I/R  AF/I  I  I  I  AF  I  AF/I  AF/I |

Key: AF = Application form. I = Interview. R = Reference. T = Test. C = Certificate.   
Disabled applicants who meet the essential short listing criteria will be guaranteed an interview.