

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/CAF |
| 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
 | XXX |  | 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
 | XXXXX | XX | AF/IAF/IIIIAF/IAF/II |
| 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)
 | XXXXXXXX | X | AF/I/RAF/IIIIAFIAF/IAF/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.