

Person Specification Group Support Officer

Essential

- At least one years' paid or voluntary work experience supporting the voluntary sector in a management, development, policy or funding role.
- Experience of voluntary sector working with organisations and groups to improve their skills.
- Good administration skills – organising events and meetings.
- Good literacy skills, including the ability to contribute to reports and monitoring.
- Experience of making and giving presentations.
- Good communication skills, including experience of giving presentations and chairing meetings and working with a range of people in a paid or unpaid capacity.
- Good numeracy skills, including the ability to support budget setting.
- Competent IT skills using Microsoft Office: word processing, spreadsheets and databases.
- Willingness to attend occasional evening and weekend meetings.
- Able to work flexibly (with support) in an environment which is always changing and unpredictable.
- Competent user of Social media platforms to promote programmes and attract interest that will support the voluntary and community sector.
- Good knowledge of Derby and its communities from supporting initiatives that build stronger communities, in a paid or unpaid capacity.

Desirable

- Experience of research or collecting data and opinions to inform work planning.
- Experience of administrating projects.