

Recruitment person specification

Posts being recruited for: Facilities Co-ordinator – 0.8 FTE, Grade 6, permanent.
Based at Bangholm Outdoor Centre.

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

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Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Proven experience of providing excellent customer service within a business support and facilities / resource coordination context. Proven experience of working in a busy and dynamic working environment; prioritising work and liaising with staff in different locations. Proven experience of building and sustaining relationships with colleagues and a range of service users. Proven experience of understanding service user needs, and colleagues' feedback to develop business, facilities and resources. Proven experience of working to a budget. Proven experience of line management. Proven experience of using IT software within a business support and facilities / resource coordination context.	Proven experience in securing new service users and sustained growth (number of users and income). Proven experience in providing significant support to identify and secure successful grant applications. Then monitor outcomes and support report writing. Proven experience of introducing and maintaining online booking solutions.

Knowledge, skills and understanding	Able to apply business support and facilities / resource coordination skills, knowledge and understanding to an OL&AE delivery context. Able to work independently, be organised, work to tight / multiple deadlines and show significant initiative. Able to recognise strengths and identify opportunities for growth and development. Is solution focused when identifying challenges. Able to apply numeracy skills to support core and ad-hoc project work. Computer literate with a working knowledge of appropriate software applications, including Microsoft 365 Word, Excel, Teams and Outlook. Strong verbal, written and presentation skills. Able to show resilience when working on multiple tasks with tight deadlines. Able to work with a range of Council staff, service users and partners. Able to listen and consult. Able to undertake risk assessments to support their role. Able to travel and work at locations across Edinburgh OL&AE (Benmore, Lagganlia and in Edinburgh).	Proven knowledge of successful grant writing.
Qualifications and training	Qualification/s equivalent to at least SVQ2. Qualification and / or in-house training in a range of procurement, financial and administrative software. Willingness to undertake ongoing CLPL for personal development and supporting OL&AE Team needs and strategic development priorities.	Wide portfolio of documented qualifications and training that supports this role.