

Recruitment person specification

Post being recruited for: Parks Technical Officer

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Person specification

Category	Essential	Desirable
Experience	Experience working with volunteers and community groups within the greenspace and/or food growing sector. Experience in a variety of approaches to community and stakeholder (including elected members) engagement and in partnership development. Experience of successfully initiating, designing, implementing, delivering, rolling out, evaluating and handing over projects. Experience in data gathering and analysis and in preparing recommendations and reports on policy, operational and strategic issues. Experience developing and delivering a communications programme. Experience organising and facilitating discussion, workshops and meetings. Experience of working as part of a cross-functional project team and working with a range of professionals, stakeholders, elected members and members of the public to achieve good project outcomes.	Experience in fundraising including preparation of grant applications and grant progress reporting and monitoring. Experience in developing and running community grant programmes. Experience with procurement and contract management. Experience with financial and budget management. Experience in setting up monitoring and evaluation methodologies.

Knowledge, skills and understanding	Knowledge and skills in community engagement, volunteer management and/or community development within the greenspace sector. Competent in the use of commonly used IT packages, such as MS Teams, Word, Excel and PowerPoint, as well as ability to learn and use other IT systems and bespoke IT packages. Knowledge of project co-ordination tools and practices. Ability to produce clear written materials, newsletters and other communications, with strong verbal communications skills including presentation skills. Knowledge of inclusive design and approaches. Ability to act with high levels of diplomacy, sensitivity and tact. Knowledge of local government and the public sector. Ability to work to one's own initiative, work to tight deadlines and to adapt to changing circumstances. Proven time management and organisational skills.	Knowledge of local area and issues affecting parks and open spaces and communities. Knowledge of food growing practices and/or nature conservation and green spaces management practices. An understanding of the working practices, procedures, basic operations and political processes involved in delivering projects within a Local Authority. An understanding of environmental legislation and regulations appropriate to the management and development of parks and greenspace and community empowerment. Knowledge of project management tools and practices.
Qualifications and training	Educated to an undergraduate level within environmental, horticulture or community development disciplines or have equivalent experience in environmental, ecological or community development positions and/or project or audience development positions.	Specific qualifications/training courses undertaken for volunteer management, food growing, and/or community development. ArcView GIS training. Web authoring training. Project management/co-ordination training and/or recognised Project Management qualifications.
Job specific requirements	Willingness and ability to vary hours and days of work to suit operational and community needs. Will be required to travel on council business mainly within Council boundaries but occasionally to other locations. A reasonable level of fitness and willing to work outdoors year-round when required.	Current full driving licence.