



Person Specification

Job Title	PROJECT OFFICER, FUNDING & DEVELOPMENT DEPARTMENT TEMPORARY MATERNITY COVER POST
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Applicant Information

If the panel decides, from the information contained in your application, that you do not meet any one of the essential criteria, then you will not be shortlisted.

Applicants should clearly and unambiguously demonstrate in their application how they meet all the criteria outlined above. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. It is not sufficient to simply provide a list of duties and responsibilities. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the selection panel will reject the application.

If you believe that your qualifications are equivalent to those listed, then this must be clearly detailed in your application. The panel may request you to provide evidence of equivalency.

CRC may use the desirable criteria in addition to the essential criteria to help decide between candidates who meet all the essential criteria for shortlisting purposes.

Essential Criteria

The following essential criteria will be applied at shortlisting stage.

Applicant must have:

Essential Criteria 1

(a) A Level passes in two subjects; **and** GCSE Grades A-C in English and Mathematics, or equivalent

AND

At least two years' experience of administering grant funding.

Or

(b) GCSE Grades A-C in English and Mathematics, or equivalent

AND

At least three years' experience of administering grant funding.

Essential Criteria 2

Experience in the assessment of grant/funding applications.

Essential Criteria 3

Practical experience and knowledge of finance, budgeting, monitoring and reporting.

Essential Criteria 4

A minimum of 2 years' experience in using Microsoft Office suite of applications in particular Microsoft Outlook, Word and Excel in a work situation.

Essential Criteria 5

At least one years' experience that demonstrates the ability to assimilate and analyse information accurately and to formulate decisions and make recommendations.

Essential Criteria 6

Excellent oral and written communication, well developed liaison and interpersonal skills;

Essential Criteria 7

A personal commitment to the Council's operating principles and ethos.

Essential Criteria 8

A current and valid driving licence and access to personal transport for business use/or* have access to a form of transport which will permit the applicant to meet the requirements of the post in full (*This relates to any person who has declared to having a disability which debars them from driving).

Desirable

Desirable Criteria 1

Experience in managing and developing Grants Management Software.

Please note

CRC may use the desirable criteria in addition to the essential criteria to help decide between candidates who meet all the essential criteria for shortlisting purposes.

Applicants are encouraged to submit applications at the following address: Recruitment@nicrc.org.uk. However, hard copy applications are welcomed and all applications will be treated equally regardless of whether they are hard copy or e-mail.

CVs will not be accepted. Incomplete applications will be rejected.

Applicants should note, when returning application forms by post, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. Late applications will not be accepted.

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

The Community Relations Council accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise