



COMMUNITY RELATIONS COUNCIL PERSON SPECIFICATION

Funding and Development officer Funding & Development Programme

Essential Criteria

1. (a) A university degree or professional qualification of equivalent standing

AND a minimum of 2 years' experience of grant scheme management within a good relations setting.

Or

- (b) 5 GCSE Grades A-C which must include English and Mathematics, or equivalent

AND

A minimum of 4 years' experience of grant scheme management within a good relations setting.

2. At least 2 years' experience of managing a portfolio of funded groups (or similar).
3. At least 2 years' experience of assessing grant applications.
4. At least 2 years' experience of developing and maintaining effective work relationships with internal and external stakeholders.
5. Excellent oral and written communication skills, including the ability to network and communicate effectively with a variety of stakeholders, to write and present reports and to facilitate meetings.
6. At least 2 years' experience in maintaining financial systems in relation to grant awards.
7. At least 1 years' experience of Microsoft Office, including (a) Outlook, (b) Word, (c) PowerPoint, and (d) Excel in a workplace setting.
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).