



Life on the Verge: Project Coordinator- Person Specification

Key Attributes: (E= Essential) (D= Desirable)

Qualifications/Experience

- E A degree or equivalent in a relevant environmental discipline, or alternatively, at least one years relevant experience as a practitioner
- E A knowledge of English grassland habitats, species and conservation issues
- D A knowledge of terrestrial biological data recording methods and storage
- D Experience of delivering learning, surveying and/or practical activities
- E Experience of coordinating and working with volunteers
- E Experience of working with community groups, hard to reach groups and a diverse range of stakeholders
- D Management of small projects involving budgeting, reporting, community engagement and volunteering
- D Experience of working with schoolchildren, young people and families
- E Understanding of health and safety, and conducting risk assessments
- D Ability to develop, publicise and deliver a range of learning and interpretation materials for different audiences
- D Experience of publicity and promotion

Skills

- E Excellent written and verbal communication skills, with the ability to liaise with and speak clearly and confidently to a wide range of audiences
- E Ability to liaise and work with a wide range of partners and stakeholders
- E ICT skills with good working knowledge of Microsoft Office and social media
- E Full clean driving licence and access to a vehicle
- D Writing publicity materials
- D Experience of GIS mapping systems and/or data uploading

Personal attributes

- E Practical and flexible
- E Personable and able to relate to a wide range of people including volunteers and staff
- E Ability to work on own initiative or as part of a multi-disciplinary team
- E Ability to determine priorities, manage time and ensure deadlines are met
- E Operate in accordance with confidentiality and data protection legislation
- E Willingness to work some evenings and weekends