



## **Person specification** (Capacity Building Officer)

It is **essential** that candidates can demonstrate the following competencies:

- An understanding and knowledge of the role of the Third Sector in planning and providing public services.
- Experience of providing management and organisational training and advice to organisations.
- Experience of facilitating meetings and networks.
- Experience of and ability to use ICT effectively, including spreadsheets, email and Microsoft Office.
- Excellent communication and presentation skills, able to communicate clearly and effectively with colleagues, service providers and users and representatives of other third sector, private and public bodies, virtually, in person, via e-mail or by telephone.
- An ability to work on own initiative and adapt work plans at short notice to meet any unexpected needs.
- Highly organised working methods with an ability to prepare clear and concise reports and summaries.
- A commitment to equal opportunities.
- An ability to be flexible and willing to work unsocial hours to meet the needs of CAVS.

It is **desirable** that candidates have:

- The ability to work through the medium of Welsh.
- A full driving licence and access to a vehicle.