



Person specification (Development Support 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 advice and support to third sector organisations and/or social enterprises on organisational development, business planning and income generation, including funding advice.
- An understanding and working knowledge of funding streams.
- 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 voluntary, private and public bodies, 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 the post.
- A full driving licence and access to a vehicle.

It is **desirable** that candidates have:

- The ability to work through the medium of Welsh.
- Training skills.
- Experience of providing management and organisational training and advice to organisations.