



## Grants Officer - person specification



Criteria		Essential/ Desirable	Assessment/ Interview
<b>Qualifications</b>	Good general education	E	A
<b>Skills &amp; Knowledge</b>	Previous grant making experience would be an advantage.	D	A
	Personality and willingness to learn most important	E	I
	Good communication skills (written and verbal)	E	A/I
	Good data base management skills are essential	E	A/I
	Experience of working with older people	D	A/I
	Community Nursing experience	D	A/I
	Experience of writing reports	D	A/I
	Excellent organizational skills	E	A/I
	Ability to produce clear, detailed and accurate records	E	A/I
Proficient IT user, confident with Microsoft Word 2010 and able to keep accurate electronic records using database systems.	E	A/I	
<b>Personal Qualities</b>	Caring and compassionate	E	A/I
	A good listener	E	A/I
	Committed and enthusiastic	E	A/I
	Accessible and open with sense of humour	E	A/I
	Able to work effectively on own initiative with minimal supervision	E	A/I
<b>Other</b>	Self- motivated, flexible in approach, with a can-do attitude	E	A/I
	Able to demonstrate sound time management skills	E	A/I
	A willingness to travel as necessary	E	I
	Able to work effectively and collaboratively in a small team	E	A/I
	Able to prioritise with an organised methodical approach to work	E	A/I