

PERSON SPECIFICATION

Project Officer Green Doctor (Home Energy Advisor)

	ESSENTIAL	DESIRABLE
Education/ Training/Qualifications	<ul style="list-style-type: none"> • Level 2 or equivalent Maths and English 	<ul style="list-style-type: none"> • C&G Level 3 Award Energy Awareness
Experience and Knowledge	<ul style="list-style-type: none"> • Working with families, children and young people from a variety of backgrounds. • In depth understanding of delivering a customer focused service to vulnerable people with a good ability to empathise and have a caring and understanding approach. • Proficient when using CRM software across a range of devices and MS Office. • Good analytical skills • Product and technical knowledge and commercial judgement • Track record of successful planning, decision making and problem solving • Working with vulnerable members of the community 	<ul style="list-style-type: none"> • Community Development and engagement

Competencies	<ul style="list-style-type: none"> • Managing project budgets for own delivery • Ability to follow administration processes • Superior communication skills • ICT Literate • Good listener and communicator • Excellent interpersonal skills • Effective networking skills • Be able to negotiate with clients and stakeholders • Ability to manage time and prioritises workload 	
Values and Attitudes	<ul style="list-style-type: none"> • Confident and Professional • Committed to the needs of the community • Ability to motivate self and others • Focused and flexible • Amicable and approachable 	
Additional Requirements	<ul style="list-style-type: none"> • Innovative and creative thinker / problem solver • This post is subject to a satisfactory DBS check • Willingness to work out of office hours • Full Driving Licence 	