

Person Specification

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by			
			Essential/ Desirable	Application Form	Interview	Presentation	Certificate
Education and Qualifications	1	Educated to degree level/NVQ Level V or equivalent.	E	*			*
	2	Qualifications or short course attendance in Horticulture/Food or similar.	D	*			*
Experience	3	Experience of delivering gardening and growing to a wide audience.	D	*	*		
	4	Proven experience of successful project delivery and coordination.	E	*	*		
	5	Proven experience of successful project management.	E	*	*		
	6	Proven experience of project budget monitoring and management.	E	*	*		

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	7	Proven communications experience, to include preparing and delivering presentation as well as written and verbal reports.	E	*	*	*	
	8	Proven experience of using software packages (OASES uses Microsoft 365)	E	*	*	*	
	9	Proven experience of community engagement work.	E	*	*		
	10	Proven experience of partnership working.	E	*	*		
	11	Proven experience of strategy development and enactment.	D	*	*		
	12	Proven experience of website editing.	D	*	*		
Knowledge	13	Substantial knowledge of sustainable food systems.	E	*	*	*	
	14	Knowledge of gardening and food growing	D	*	*		
	15	Knowledge of environmental issues surrounding food.	E	*	*	*	
	16	Proven understanding of health and safety and its application in the work practices.	E	*	*		
	17	Knowledge of food systems within Sunderland and the North East.	D	*	*	*	
Personal Skills	18	Excellent organisational skills.	E	*	*		
	19	Ability to work as part of a team.	E	*	*		
	20	Ability to achieve targets and deadlines whilst still maintaining quality.	E	*	*		
	21	Excellent communication skills (both written and verbal) to deal with people at all levels.	E	*	*	*	

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	22	Ability to maintain confidentiality as required.	E	*	*		
	23	Ability to work on own initiative, taking responsibility for task delivery to time and within budget.	E	*	*		
	24	Ability to analyse challenging problems and recommend practical solutions.	E	*	*		
	25	Friendly and approachable.	E	*	*		
	26	Honest.	E	*	*		
Additional Requirements	27	Willingness to work flexible hours (including some weekends and evenings as necessary).	E	*	*		
	28	An understanding of and commitment to Equal Opportunities and Diversity in all work practices.	E	*	*		
	29	Full drivers licence and/ or an ability to travel to a range of locations within a reasonable timescale.	E	*	*		*
	30	An Enhanced DBS (or the ability to get one upon employment) and an understanding of the importance of Safeguarding Children and Vulnerable Adults.	E	*	*		*
	31	An appreciation and commitment to Health and Safety issues in the workplace.	E	*	*		