

## City Mills Development Officer – PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Education, Qualifications and Training</b>	<p>Relevant Degree such as Architecture, Building Conservation, Town Planning or Regeneration, Heritage Management</p> <p>OR equivalent knowledge and skills gained through relevant experience</p>	<p>Membership of relevant professional body such as IHBC, RIAS etc</p> <p>Current driving licence and use of vehicle for work</p> <p>Commitment to CPD</p>
<b>Previous Experience (professional and voluntary)</b>	<p>Experience of project development and project management</p> <p>Experience of fundraising and developing a fundraising strategy</p> <p>Experience of community engagement and outreach work</p>	<p>Previous experience of historic building project development and delivery</p> <p>Experience of third sector funding for historic building projects</p> <p>Experience of community consultation and the provision of training</p>
<b>Knowledge, Skills and Abilities</b>	<p>Good understanding of historic building conservation best practice and traditional building skills</p> <p>Ability to set, manage and work within a budget</p> <p>Knowledge of town centre regeneration policy and practice</p> <p>Strong IT skills, including Office Suite and good communication skills</p>	<p>Sound understanding of Conservation Area and Listed Building grant schemes</p> <p>Sound understanding of project cost development and management.</p> <p>An appreciation of Local Authority planning and building standards</p> <p>The ability to inspect and report on historic building condition</p>
<b>Personal Qualities</b>	<p>Ability to work methodically and efficiently both alone and as part of a small team</p> <p>Track record in maintaining effective partner/stakeholder relationships</p> <p>Ability to work effectively to plan while maintaining flexibility and creativity</p>	