

## **Cycling Campaign Officer**

### **Person Specification January 2015**

#### **Essential criteria**

1. Education & qualifications:

- Graduate.

2. Experience:

- Recent experience of establishing and maintaining office systems, data collection and analysis.

3. Key skills:

- Good quality and consistent written and verbal communication.
- A good listener.
- Ability to work through large bodies of documentation and quickly identify key aspects.
- Ability to analyse and summarise complex information.
- Can prioritise tasks.
- Good social skills, able to enthuse others.
- Self motivated, works on own initiative, makes decisions where appropriate and organises own workload.
- Excellent organisational and administrative skills.
- Ability to engage with diverse stakeholders.
- Able to apply for grants and undertake fundraising.

4. Other:

- An enthusiasm for enabling more people to cycle.
- Flexible working and adaptable to change.
- Commitment to team working.
- Respect and consideration for the skills of others.
- Flexibility to attend meetings including occasional travel.
- Travel by bicycle locally and by public transport for longer distances.
- From time-to-time, able to work at the weekend or in the evening.
- Smart and presentable appearance when required.

#### **Desirable criteria**

- Experience of voluntary organisations.
- Experience of committee work including minute-taking and following up actions.
- Basic knowledge of local and national government.
- Work experience in the voluntary sector.
- Able to effectively use social media to support the needs of the organisation, or willingness to learn.