

Person Specification – Business Outreach Coordinator



Essential criteria

Qualifications, skills and experience

- A strong track record of working with micro and small businesses and/or social enterprises and community buildings
- Excellent project management skills
- Experience of developing and delivering training, events or workshops
- Experience of marketing and promotion
- Experience of monitoring, evaluation and reporting
- Proven ability to plan a diverse workload and use initiative
- Good literacy, numeracy and IT skills, including use of Microsoft Excel
- Able to travel within the local area

Knowledge

- Understanding of the micro and small business sector in Fife
- Good knowledge of environmental issues and in particular the climate emergency, energy efficiency and waste reduction

Personal qualities

- Enthusiastic about engaging businesses in the environment and carbon reduction
- Genuine interest in developing sustainable businesses
- Flexibility and the ability to adapt according to the needs of the project
- A positive, supportive attitude and ability to motivate and encourage others
- A commitment to being environmentally friendly
- A willingness for continued learning and personal development

Desirable criteria

- Experience of partnership working
- Knowledge of the range of expert advice and support available to businesses in Fife and nationally
- Experience of securing funding for organisations
- Understanding of the voluntary and social enterprise sector and networks